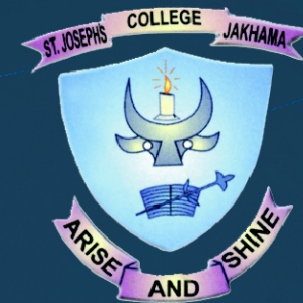


# ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA - NAGALAND

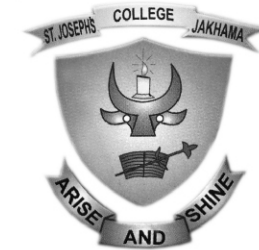


*Handbook and  
Calendar : 2022-23*

Website: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

**ST. JOSEPH'S COLLEGE (AUTONOMOUS),  
JAKHAMA**

P.O. No. 39,  
Kohima - 797 001, Nagaland  
(Autonomous status granted by UGC notifications  
No. F.22-1 (AC) Dtd.11th Oct. 2018)  
NAAC Accredited A Grade  
Principal - 9436437544



**HANDBOOK & CALENDAR : 2022-23**

Home Page: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

**This Handbook and Calendar  
must be brought to the college daily**

# 2022

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	27	28	29	30	31	24	25	26	27	28	29	30								
30	31																											

May							June							July							August														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
						1					1	2	3	4							1	2							1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13								
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20								
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27								
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31																	

September							October							November							December											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
					1	2	3						1						1	2	3	4	5							1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10					
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24					
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31									
							30	31																								

# 2023

January							February							March							April											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8					
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15					
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22					
29	30	31	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29							

May							June							July							August											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1						1	2	3							1							1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12					
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19					
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26					
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	27	28	29	30	31						

September							October							November							December															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9									
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16									
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23									
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	26	27	28	29	30	24	25	26	27	28	29	30										

## PERSONAL INFORMATION

Name .....

Father's Name.....

Contact no.....

Mother's Name.....

Contact no.....

Name of the Guardian/Warden.....

Contact No.....

Address .....

.....

.....

Class .....Section.....Roll No.....

Department .....

Telephone No .....

Email .....

Blood Group .....

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## EMBLEM AND MOTTO



"I am the light of the world" (Jn 8:12). "You are the light of the world" (Mt 5:14). In the crest, the light shining and sending its rays in all directions, is a symbol of Christ and his followers. Christians should receive and radiate the light of Christ. The candle, burning and melting itself, is a sign of selfless service.

The Mithun represents the cultural heritage of Nagaland, which the College will foster and develop.

The open book stands for knowledge in every field, inviting staff and students to explore and unravel the mysteries of nature and achievements of human beings, and thus to come closer to the Creator and one another.

The motto of the college is, "Arise and Shine." The inspiration is taken from the Prophet Isaiah 60:1 where it says, "Arise, Shine; for your light has come, and the glory of the Lord has risen upon you." The prophet's message for us is to rise, grow and excel with the power of the Almighty.

St. Joseph, the 'Just man,' the faithful guardian of the family of Nazareth, an example of integrity and hard work, is the Patron of the College.

## COLLEGE CLASS HOURS

The day begins at 8 : 30 am and ends at 2 : 40 pm.

Arrival	: 8 : 30 am
First Bell	: 8 : 50 am
Second Bell/Prayer	: 8 : 55 am
1st Period	: 9 : 00 am - 10 : 00 am
2nd Period	: 10 : 00 am - 11 : 00 am
Break	: 11 : 00 am - 11 : 10 am
3rd Period	: 11 : 10 am - 12 : 10 pm
Break	: 12 : 10 pm - 12 : 40 pm
4th Period	: 12 : 40 pm - 01 : 40 pm
5th Period	: 01 : 40 pm - 02 : 40 pm

At the second bell (8 : 55 am) every student and staff must stand on feet or stop movement when the prayer is said and the College Anthem is sung.

## OFFICE HOURS

Office Hours for Students for payment of fees, issue of documents, attestation of documents, etc. will be as follows:

08 : 30 am - 08 : 55 am  
12 : 10 pm - 12 : 40 pm  
02 : 40 pm - 04 : 00 pm

Request for certificates, testimonials and other documents requiring the Principal's signature should be submitted in prescribed application form. Issue of certificates may normally take 24 hours. The Principal/ Vice Principal will take into consideration the reports of the departments or feedback from lecturers when issuing academic, conduct and attendance certificate. Request for Transfer Certificate (T.C) and Original Certificates must be countersigned by the Parent/Guardian and a valid identity card should be produced. A search fee of Rs. 50/- will be charged for documents to be retrieved that date back 5 years or more.

**Attestation of Documents:** The following is the procedure for attesting documents. Students should approach the designated office staff (Documents) with the original document and copies to be attested who verifies them and stamps them with the office seal. Then they should submit them to the Principal/Vice-Principal for signature. Without the original, no document will be attested.

## PRAYER

God, our loving Father! You are the source of all knowledge and to know you is our joy. Bless our studies which we consecrate to you. Enlighten our minds, strengthen our memories and direct our will towards what is noble and right. Grant us to seek Truth always and be good to everyone we meet on the path of our life, today and everyday. May what we learn today enable us to grow to maturity in Christ our Lord.

### Scripture Reading .....

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses; as we forgive those who trespass against us. Lead us not into temptation, but deliver us from evil, Amen.

## COLLEGE ANTHEM

Josephites arise  
Let your light shine  
Glow in the radiance of knowledge and truth  
Unite in the spirit of love  
To thousands outside the wall we shall proclaim  
United we stand

Arise and shine  
Messengers of peace  
Always and forever we shall remain  
A family knitted in one  
To give all mankind a hope for tomorrow  
Arise and shine

## NATIONAL ANTHEM

Jana gana mana adhi nayaka jaya he  
Bharatha Bhagya Vidhata  
Punjaba Sindhu Gujaratha Marata  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchchala Jaladi taranga  
Tava Shuba name jage  
Tava Shuba ashisha mange  
Gahe tava jaya gatha  
Janagana mangala dayaka jayahe  
Bharatha bhagya vidhata  
Jaya he Jaya he Jaya he  
Jaya jaya jaya jaya he

## TRANSLATION OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all people  
Dispenser of India's destiny  
Thy name rouses the hearts of the Punjab  
Sind, Gujarat and Maratha  
of the Dravida and Orissa and Bengal  
It echoes in the hills of Vindhya and Himalaya  
Mingles in the music of the Jamuna and Ganges,  
And is chanted by the waves of the Indian sea  
They pray for thy blessing and sing thy praise  
Thou dispenser of India's destiny  
Victory, Victory, Victory, to thee.

## 1. HISTORY OF THE COLLEGE (AUTONOMOUS)

St. Joseph's College, Jakhama is a Catholic institution of higher learning established and managed by the Diocese of Kohima, Nagaland. It is the first College established by the Catholic Church in Nagaland. It aims at imparting quality higher education that is based on the Christian vision of life. Catholic education stresses the formation of the whole person by recognizing and developing the vast potentialities latent in the student in a balanced manner, taking into account the student's socio-cultural context.

The College was inaugurated on 19th March 1985 at the Loyola School Campus, Jakhama, under the administration of the Society of Jesus, with Pre-University Courses in Arts (including a Vocational Course) and Commerce. It was affiliated to the North Eastern Hill University, Shillong, in the same year. The College is now located in a spacious campus in Jakhama village, about 18 kms from Kohima, along the National Highway. Two Degree Courses in Arts (Bachelor of Arts) and in Commerce (Bachelor of Commerce) were started in 1988. BBA (Bachelor of Business Administration) & B.Sc. (Bachelor of Science) were started in 2009 and 2012 respectively. The college also introduced Post Graduation (M.A) Course in 2018 with English department as the first PG Course. With the establishment of a University within the State of Nagaland in July 1994, the College is now affiliated to the Nagaland University. It is included in the List of Colleges under Section 2 (f) & 12 (B) of the UGC Act, 1956, and has been Re-accredited by the National Assessment and Accreditation Council (NAAC) with A Grade (CGPA 3.12). The management of the College is vested with the St. Joseph's College Society, Jakhama, of the Diocese of Kohima. Besides the Diocesan Fathers who are in charge of the management of the College, there are Religious sisters belonging to the Congregation of the Sisters of the Adoration of the Blessed Sacrament (SABS), Congregation of Mother of Carmel (CMC), and Religious of Jesus and Mary (RJM) as members of the staff.



## 2. VISION, MISSION AND GOALS OF CATHOLIC EDUCATION

(From the National Policy on Catholic Education, 2007)

God envisions the well-being of the whole of creation and ensures an ongoing healing, wholeness and transformation of our unjust and fragmented world through human interventions. The Mission of Jesus Christ is to restore the integrity of God's original creation, both human, material and spiritual thus build the Kingdom of God on earth. Our vision is the same as the vision of Jesus-that all may have life and have it in abundance.

Education, by its very nature is a transformative process, namely, changing human persons, and through them, society and its structures. This activity of transformation is a spiritual, humanizing and liberating activity and constitutes the core mission of education. In the knowledge society that is emerging, 'quality education' serves as the gateway to the socio-cultural and economic development of persons and of the country.

Our Mission in Education is therefore to provide:

An Education of quality and relevance to all, and in particular, to the marginalized sections of society,

An Education that frees persons from the social conditioning (such as caste, class, gender and other culture-linked prejudices) which prevents them from living as free persons; and which, instead, enables them to see life as a vocation and as a gift, and which enables them to make free and considered choices in the key areas that affect their personal lives, communities and society,

An Education that leads the young into the sacred space of the human person and of every person, making them aware of the inalienable human rights of every individual and group. This helps to foster pluralism, cultural and religious diversity, individual and collective freedoms and respect for and appreciation of differences, in the face of a globalized world that aggressively pushes towards economic and cultural uniformity,

An Education that humanizes and contextualizes, by assisting the students to raise essential questions concerning the meaning of life and of their role in society, enabling them to become conscious of their responsibility to contribute to evolving a borderless society and to promoting the common good,

An Education that enables the youth to understand the implications of economic policies and structures, political decisions and the media, that play a critical role in shaping people's lives especially those of the poor, and the social responsibility of citizens as individuals and as groups to engage in proactive measures to bring both transparency and accountability,

An Education that energizes the young to take up the task of contributing to nation-building, so as to evolve a new Inclusive Indian Society, an India of their dreams, which they can own with pride and joy,

An Education that thus forms the young to evolve as men and women of character, competence, conscience, compassion and commitment, who will then contribute to the evolution of a counter-culture to the present ruthlessly competitive model, by promoting collaboration and cooperation for the growth of all, in a climate of mutual trust and sharing; and to the shockingly corrupt society, by fostering uprightness in public life,

An Education which nurtures an encounter with God as a personal event and a free response to the call to faith and which nurtures a life of meaning, purpose and personalized values, including appreciation of other faiths.

### 3. VISION, MISSION AND OBJECTIVES OF THE COLLEGE

The vision of St. Joseph's College is to impart quality higher education in a Christian atmosphere to deserving students, especially those belonging to the Catholic, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes and OBCs and thus help in the diffusion of knowledge and advancement of educational activities in all its branches including vocational, technical, professional, cultural, social and moral education. (cf. Memorandum of Association 3 a.b.)

The mission of St. Joseph's College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated.

In order to realize this mission, the College has set the following objectives:

- 3.1 Help the students become men and women of character, with sound moral principles
- 3.2 Help them become men and women committed to life-time learning
- 3.3 Help them make a harmonious blend of faith and culture
- 3.4 Help them strive continually after excellence in every field
- 3.5 Instill in them the spirit of unselfish service of their brothers and sisters and sensitize them to current socio - economic, political and cultural issues
- 3.6 Provides an education that is socially relevant and useful for life.

### 4. MEMBERS OF THE GOVERNING BODY

Bishop James Thoppil	: Chairman, Bishop of Kohima
Rev. Fr. Carolus Neisalhou	: Vice Chairman, Vicar General
Dr. Fr. George Keduolhou Angami	: Secretary, Principal, (Management)
Dr. Sr. Thresiamma V.G	: Vice Principal, Academic Affairs (Management)
Rev. Fr. S. Obed Yimchunger	: Vice Principal, Students' Affairs (Management)
Rev. Fr. Peter Solo	: Dean of Science (Management)
Dr. Fr. Pezalhoukho George	: Coordinator - PG Programme (Management)
Rev. Fr. Binoy Joseph	: Administrator (Management)
Dr. Fr. George Punnolil	: Ex- Officio Member, Diocesan Financial Administrator
Prof (Ms.) Suparna Gooptu	: Professor, Director, CGS (UGC Nominee)
Prof. Nigamananda Das	: Professor (University Nominee)
Dr. Norbert Noraha	: Department of Higher Education, Government of Nagaland (Educationist)
Dr. Nokhwenu Veronica	: Higher Education, Govt. of Nagaland (State Government nominee) (Educationist)
Mr. Francis Pelevituo Solo	: Commissioner & Secretary Dept. of Higher Education, (Industrialist)
Mr. Sebastian Humtsoe	: Additional Secretary Dept. of work & Housing, (Industrialist)
Rev. Fr. Cyprian Francis Lobo SJ	: Parish Priest, Mary help of Christians (Educationist)
Mr. Johnny Raungmei	: President, Catholic Association of Nagaland (CAN)
Mr. Rukuvito Kikhi	: President, Southern Angami Catholic Union (SACU)
Mr. Heshuo Dihe Mao	: Asst. Professor, Staff Representative
Mrs. Loreni Yanthan	: Asst. Professor, Staff Representative

## 5. ACADEMIC COUNCIL

- 5.1 The Principal (Chairman) :  
Dr. Fr. George Keduolhou Angami
- 5.2 Two nominees of the university not less than Professors.
- Prof. Rosemary Dzuwichu, Dept. of English, Nagaland University, Kohima Campus, Meriema
  - Prof. Dipak Sinha, Dept. of Chemistry Nagaland University, Lumami
- 5.3 Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- Adv. Kezhokhoto Savi
  - Arch. Richard Belho
  - Rev. Fr. Binoy Joseph
  - Dr. Sedevi
  - Dr. Nobert Noraho
  - Dr. Easterine Kire
- 5.4 Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- Capt. Regina Razousinuo
  - Mrs. Loreni Yanthan
  - Ms. Josephine Jasietsono Kuotsu
  - Mr. K. Zubemo Humtsoe
- 5.5 A faculty member nominated by the Principal (Member Secretary) :
- 5.6 Chief Controller of exams : Dr. Fr. George Keduolhou Angami
- 5.7 Controller of Exams : Dr. Dominic Meyieho
- 5.8 Deputy Controller of exams : Dr. Nobert Noraho
- 5.9 Vice Principal : Dr. Sr. Ranit SABS
- 5.10 Vice Principal : Rev. Fr. Obed Yimchunger
- 5.11 Dean : Rev. Fr. Peter Solo

## 5.12 Head of the Departments (HoDs)

- Mrs. Loreni Yathan, Dept. of Economics
- Ms. Tiamongla, Dept. of Education
- Mr. James H.K, Dept. of English
- Ms. Nzano Kikon, Dept. of History
- Dr. Mhonthung Yanthan, Dept. of Political Science
- Dr. Medonuo Pienyü, Dept. of Sociology
- Mr. K. Zubemo Humtsoe, Dept. of BBA
- Mr. Maotangit Longkumer, Dept. of Commerce
- Ms. Neithongunuo Angela Belho, Dept. of Botany
- Ms. Rukutalu, Dept. of Zoology
- Mr. Madovi David, Dept. of Chemistry
- Ms. Thejano, Dept. of Physics
- Mr. Toshiwapang Lemtur, Dept. of Mathematics

## 6. MANAGEMENT BOARD

- Dr. Fr. George Keduolhou Angami  
M.A, B.Ed, NET, Ph.D. : Principal
- Dr. Sr. Ranit SABS,  
M.A, B.Ed, Ph.D. : Vice Principal
- Rev. Fr. Obed Yimchunger : Vice Principal  
M.A, M.Ph, M.Phil  
(Ph.D Research Scholar)
- Rev. Fr. Binoy Joseph,  
M.Th., B.Ed : Administrator
- Rev. Fr. Peter Solo,  
M.Sc. (Ph.D Research Scholar) : Dean of Science
- Dr. Fr. Pezalhoukho George  
M.Sc (Media Management), : Post Graduate  
M.Sc. (Counseling Psychology), Programme  
B.Ed., Ph.D. Co-ordinator

## 7. BOARD OF STUDIES

1. Principal (Chairman)
2. Prof. M.K. Sinha (Economics) N.U
3. Dr. Khotole Khieya (Education) N.U
4. Prof. Jano S. Liegise (English) N.U
5. Dr. Aokumla Walling (History) N.U
6. Mrs. Monalisa Tase (Political Science) N.U
7. Dr. Yamsani Srikanth (Sociology) N.U
8. Dr. Ratan Kaurinta, (Commerce) N.U
9. Dr. Ditalak Mpanme (Management) N.U
10. Dr. Neizo Puro (Botany) N.U
11. Prof. Upasana B Sinha (Chemistry) N.U
12. Dr. Y. Sundarayya (Physics) N.U
13. Dr. R.K. Paul (Mathematics) N.U
14. Dr. Y. Sarat Chandra (Zoology) N.U
15. Subject Experts (SJC)
16. Arch. Richard Belho (Representative from Industry)

## 8. EXAMINATION CELL & SYSTEM

- a. Chief Controller  
of Examinations : Dr. Fr. George Keduolhou Angami
- b. Controller of  
Examinations : Dr. Dominic Meyieho
- c. Deputy Controller  
of Examinations : Dr. Nobert Noraho
- d. Assistant Controller  
of Examination : Dr. Tepuhoto Khieya
- e. Date Entry Operator: Rev. Sr. Anita Nolis, RJM
- f. Office Assistant : Mr. Phetsuseto Meze

## 9. POST GRADUATE COURSES

### 9.1 M.A ENGLISH

1. Mr. James H.K., M.A (HoD), (Ph. D. - Research Scholar)

2. Ms. Debolina Mukherjee, M.A, NET  
(Ph. D. - Research Scholar)
3. Ms. Wede-ü Mero, M.A, (Ph. D. - Research Scholar)
4. Ms. Soyimla Akum, M.A, NET  
(Ph. D. - Research Scholar)
5. Dr. Caroline Erue, M.A, M.Phil, NET, Ph.D

### 9.2 M.A ECONOMICS

1. Dr. Khriemenuo Pusa, M.A, Ph.D. (Co-ordinator)
2. Ms. Sedevikhonuo Noudi, M.A, NET,  
(Ph. D. - Research Scholar)
3. Mr. Gaanpatrei Kamei, M.A, NET
4. Ms. Samzaiyile Hega, M.A, NET  
(Ph. D. - Research Scholar)

### 9.3 M.A HISTORY

1. Mr. Reimaya Muinao, M.A, M.Phil, (Co-ordinator),  
(Ph. D. - Research Scholar),
2. Dr. M. Yurreisem, M.A, NET, Ph.D
3. Ms. Virano Motonyü, M.A, NET
4. Ms. Aleno Sano, M.A, NET

### 9.4 M.A POLITICAL SCIENCE

1. Dr. Mhonthung Yanthan, M.A, NET, B.Ed,  
PGDRD, Ph.D, (HoD)
2. Mr. Heshou Dihe Mao, M.A, NET
3. Dr. Aosunep, M.A, M.Phil, Ph.D.
4. Dr. Kezhangunuo Kelio, M.A, Ph.D.

### 9.5 M.A SOCIOLOGY

1. Dr. Medonuo Pienyü, M.A, B.Ed, Ph.D, (HoD)
2. Dr. Hormila G. Zingkhai, M.A, NET, Ph.D.
3. Dr. Khobu Tsolo, M.A, M.Phil, NET, Ph.D.
4. Mr. Zankhangasung Khasim, M.A, NET

## 10. UNDER GRADUATE COURSES

### 10.1 BACHELOR OF ARTS

#### 10.1.1 ECONOMICS

1. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
2. Dr. Saju Mathew, M.A, M. Com., B.Ed, NET
3. Mr. Kelengol Neikha, M.A, NET
4. Ms. Neito U Mero, M.A, NET

#### 10.1.2 EDUCATION

1. Ms. Tiamongla, M.A, NET (HoD)
2. Ms. Vilavonuo Maria Kulnu, M.A, NET
3. Ms. Kezienguno, M.A, NET (Ph.D. - Research Scholar)
4. Dr. Chingpai Lily, M.A, Ph.D

#### 10.1.3 ENGLISH

1. Mrs. Zulusenla Jamir, M.A (Co-ordinator)
2. Ms. Josephine Jasietsono Kuotsu, M.A
3. Ms. Rosalind Ngullie, M.A, NET
4. Ms. Tekalemla Longchar, M.A, NET
5. Mr. Neizosie-o Jude, M.A
6. Mrs. Tainla Longchar, M.A, B.Ed, NET
7. Ms. Khriebuno Nagi, M.A
8. Mr. Khrietho Sale, M.A
9. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A, B.Ed
10. Rev. Sr. V. Salomy CMC, M.A, B.Ed
11. Rev. Sr. Anita Nolis RJM, M.A, B.Ed
12. Rev. Sr. Laly Varghese, M.A English, M.A History, B.Ed. (Ph.D. - Research Scholar)

#### 10.1.4 HISTORY

1. Ms. Nzano Kikon, M.A , NET, TET (HoD)
2. Capt. Regina Razousinuo, M.A, B.Ed

3. Sr. Ancy, M.A, B.Ed (Ph.D. - Research Scholar)
4. Ms. Lucy Kamei, M.A, NET
5. Mr. Sasietho, M.A
6. Ms. Kethovino Catherine Kulnu, M.A
7. Ms. Zuchanbeni Lapon, M.A
8. Mr. Sentilong Longchar, M.A, M. Phil (Ph.D. - Research Scholar)
9. Ms. Khrielieü Zumvu, M.A, NET

#### 10.1.5 POLITICAL SCIENCE

1. Ms. L. Lilly Humtsoe, M.A, NET (Co-ordinator)
2. Capt. Avizo Richa, M.A
3. Mr. R. Hingba Paul, M.A, M. Phil., NET
4. Mr. Kevizase Kehie, M.A
5. Mr. Renthungo C. Humtsoe, M.A (Ph. D. - Research Scholar)
6. Mr. Vikato Swu, M.A, NET
7. Mr. Vekutu Vese, M.A, NET
8. Ms. Tokani L, M.A, NET
9. Ms. Akuminla, M.A, NET
10. Mr. Yhunsinlo Tep, M.A, NET

#### 10.1.6 SOCIOLOGY

1. Mrs. K. Alibo Achumi, M.A, NET (Co-ordinator)
2. Mr. Y. Lumchio Patton, M.A, NET
3. Ms. Dievileno, M.A, NET, M. Phil (Ph.D. - Research Scholar)
4. Mr. Nungshitemjen, M.A, NET
5. Ms. Khriekesanuo Metha, M.A (Ph.D. - Research Scholar)

### 10.2 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
2. Mr. Md. Tabrej, MBA, NET
3. Mr. Imtipong Longkumer, MBA, NET (Ph.D Research Scholar)
4. Mr. Ahel Vitsu, MBA, NET

5. Mr. Lungkungam Leo Panmei, M.Com., NET

### 10.3 BACHELOR OF COMMERCE (B.Com)

1. Mr. Moatangit Longkumer, M.Com., NET (HoD)
2. Ms. Thejanuo Fidelia, M.Com., NET
3. Mr. Moatemsu, M.Com., M. Phil, NET
4. Mr. Temsukumzuk Pongen, M.Com., NET
5. Mr. Veto Victor, M.Com., NET

### 10.4 BACHELOR OF SCIENCE

#### 10.4.1 BOTANY

1. Ms. Neithongunuo Angela Belho, M. Sc., NET (HoD)
2. Mrs. Payal Bose, M. Sc.
3. Ms. Asha Kumari Singh, M. Sc. (Ph. D. - Research Scholar)
4. Dr. Thejasenuo Julia Kirha, M.Sc., Ph.D.
5. Mrs. Imkongyala Sekhose, M.Sc., NET (EVS)
6. Dr. Joyrison Kamba , M.Sc., Ph.D

#### 10.4.2 CHEMISTRY

1. Mr. Madovi David, M. Sc. (HoD)
2. Rev. Fr. Peter Solo, M.Sc. (Ph. D. - Research Scholar)
3. Ms. Diezelhounuo Tapa, M.Sc.
4. Ms. Senchumbeni Yanthan, M.Sc.
5. Dr. O. Sanentiba Ozukum, M.Sc., NET, Ph.D
6. Dr. Ruokuosenuo Zatsu, M.Sc., Ph.D

#### 10.4.3 PHYSICS

1. Ms. Thejano, M.Sc. (HoD)
2. Mr. Antidong Jamir, M.Sc.
3. Mr. Seyieneizo Benupfuno, M.Sc.
4. Mr. Melekho Chüzho, M.Sc.
5. Ms. Sakurepla, M.Sc., NET

### 10.4.4 MATHEMATICS

1. Mr. Toshiwapang Lemtur, M.Sc. (HoD)
2. Mr. Vinoth Kumar C, M.Sc., M. Phil.
3. Mr. Hosal Khieya, M.Sc.
4. Ms. Tüsonülü Lohe, M.Sc.

### 10.5 ZOOLOGY

1. Ms. Rukutalu, M.Sc., NET (HoD)
2. Dr. Ramita Sougrakpam, M.Sc., Ph.D.
3. Mrs. Bendansangla, M.Sc.
4. Mr. Lipokrenba, M.Sc., NET
5. Ms. Noyingbeni M Odyuo, M.Sc., NET

### 11. ADJUNCT PROFESSORS

1. Dr. Sravani Biswa, Ph.D (English)
2. Prof. Sivasish Biswas (English)
3. Prof. Himadri Lahiri (English)
4. Dr. Fr. Sunny Joseph, M.A, B.Ed, Ph.D. , DCR (Education)
5. Dr. Fr. Francis S Cheerangal, M.A, B.Ed, Ph.D (Sociology)
6. Dr. Fr. C. P. Anto, MSW, Ph.D. (Sociology)
7. Dr. Fr. Mathew John Thuniampral, M.A, Ph.D (Education)
8. Dr. Fr. George Punnolil, M.A, Ph.D (Education)
9. Dr. Fr. Joseph Mariadhas, M.Sc., M. Phil., Ph.D.

### 12. COMPUTER EDUCATION

1. Mr. Moirangthem Gopiaraman Singh, DOEACC (B-LEVEL), B. Com., M.C.A, NET

### **13. COUNSELLING:**

1. Rev. Fr. C. Joseph, M.A, M. Phil.
2. Dr. Fr. George Pezalhoukho,  
M.Sc. (Media Management),  
M.Sc. (Counseling Psychology), B.Ed, Ph.D
3. Sr. Aniamma Joseph CMC, M.A in Psychology

### **14. PHYSICAL EDUCATION**

1. Mr. Kevi Christopher Paphino, M.P.Ed.

### **15. DIPLOMA AND CERTIFICATE (COORDINATOR)**

1. Ms. Munuvolu Tsutso, MSW

### **16. NON-TEACHING STAFF**

1. Mr. Medophrezo Methodeus Dzüvichü, B.Sc.  
(Superintendent)
2. Ms. Kevisenu Khieya, M.Com.
3. Ms. Agatha Zhobozonu, M.Com.
4. Mr. Moatemshi Alex, M.Com., M.A
5. Mr. Mezathel Kiso, M.A
6. Ms. Kedukhole Weo, M.Com.
7. Ms. Wierzürho C Francisca, M.A
8. Mr. Seyenizo Viswentso, B.A
9. Ms. Abonuo Khieya, B.A
10. Mr. Thohrü Besii, B.A
11. Ms. Vingotole Kiso, B.A
12. Mr. Vithozo Dominic Rolnu, B.Com.
13. Mr. Phetsuseto Meze, Matriculate
14. Mr. Jagot Burman (Peon)
15. Mrs. Anema Tirkey (Peon)
16. Mrs. Medongonu Priscilla (Peon)
17. Mrs. Salome Rolnu (Peon)
18. Mrs. Nolesenu Veronica Weo (Peon)

19. Mrs. Satuila Lalam (Peon)

### **17. DOCUMENTATION**

1. Ms. Wierzürho C Francisca, M.A
2. Ms. Vingotole Kiso, B.A

### **18. LIBRARY STAFF**

1. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A, B.Ed
2. Mr. S. Kampu Haokip, Assistant Librarian,  
MLISC, NET
3. Mrs. Vikule Kiso, Library Asst., M.A, D.C.A., BLISC

### **18. 1. LIBRARY COMMITTEE**

1. Dr. Fr. George Keduolhou Angami, Principal, President
2. Rev. Sr. Sunitha D'Souza Benedicta RJM,  
Library In-charge, Secretary
3. Dr. Medonuo Pienyu, HOD Sociology,  
Senior Faculty Member
4. Dr. Saju Mathew, HOD Economics,  
Senior Faculty Member
5. Mr. M Shamba Phom, Students' Council, President
6. Ms. Kenlumle, Students's Council General, Secretary
7. Mr. S. Kampu Haokip, Assistant Librarian
8. Mrs. Vikule Kiso, Library Assistant

### **19. LAB ASSISTANT**

1. Ms. Atonu Josephine Meze, M.A
3. Ms. Vilbonuo Kulnu, M.A

### **20. DISPENSARY**

1. Sr. Anice Mukala SABS, RNRM
2. Mrs. Sunita Kindo, Midwife

## 21. INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Dr. Fr. George Keduolhou Angami : Chairperson
2. Dr. Sr. Ranit SABS : Vice Principal
3. Rev. Fr. Obed Yimchunger : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator
5. Dr. Hormila G. Zingkhai : Co-ordinator
6. Mrs. Loreni Yathan : HoD, Economics
7. Ms. Tiamongla : HoD, Education
8. Mr. James H.K : HoD, English
9. Ms. Nzano Kikon : HoD, History
10. Dr. Mhonthung Yanthan : HoD, Political Science
11. Dr. Medonuo Pienyü : HoD, Sociology
12. Mr. K. Zubemo Humtsoe : Director, BBA
13. Mr. Maotangit Longkumer : HoD, Commerce
14. Ms. Neithongunuo Angela Belho : HoD, Botany
15. Ms. Rukutalu : HoD, Zoology
16. Mr. Madovi David : HoD, Chemistry
17. Ms. Thejano : HoD, Physics
18. Mr. Toshiwapang Lemtur : HoD, Mathematics
19. Mr. S. Kampu Haokip : Assistant Librarian
20. Mr. Medophrezo Methodeus Dzüvichü : Superintendent
21. Students' Council : President
22. Mr. Moirangthem Gopiaroman Singh : Computer Education
23. Mr. T. George Kire : Alumni
24. Dr. Vizovol Mekro : Stakeholder
25. Mr. Vincent Rutsa : Architect

## 22. PLACEMENT CELL

1. Dr. Fr. George Keduolhou Angami
2. Ms. Thejanuo Fidelia, Co-ordinator
3. Mr. Md. Tabrej
4. Dr. Saju Mathew
5. Ms. Dievileno
6. Capt. Regina Razousinuo

## 23. INTERNATIONAL PROGRAMME

1. Dr. Mhonthung Yanthan, Director
2. Dr. Medonuo Pienyü
3. Dr. Fr. Pezalhoukho George

## 24. GRIEVANCE REDRESSAL CELL

1. Rev. Fr. Obed Yimchunger : Coordinator
2. Dr. Fr. George Keduolhou Angami : Principal
3. Dr. Sr. Ranit SABS : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator
5. Dr. Fr. Pezalhoukho George : PG Coordinator
6. Rev. Fr. Peter Solo : Dean of Science

## 25. DISCIPLINE /ANTI - RAGGING CELL

1. Dr. Fr. George Keduolhou Angami
2. Dr. Sr. Ranit SABS
3. Rev. Fr. Obed Yimchunger
4. Rev. Fr. Binoy Joseph
5. President, Students' Council
6. General Secretary, Students' Council

## 26. INTERNAL COMPLAINT COMMITTEE

1. Presiding Officer : Dr. Sr. Ranit SABS  
Vice- Principal  
Academic Affairs
2. Two Faculty Members : i. Dr. Medonuo Pienyü  
ii. Dr. Ramita Sougrakpam
3. Two Non- Teaching Employee : i. Mrs. Abonuo Khieya  
ii. Mr. Mezathel Kiso
4. Three Students : i. Ms. Grace Patton  
ii. Ms. Jacenta Thurenshe  
iii. Ms. Vibinuo Victoria



5. One Member  
(Non-Govt employee) : Mrs. Aphrale Sophia
6. Ex- Officio Member :
  - i. Dr. Fr. Pezalhoukho George
  - ii. Rev. Fr. Obed Yimchunger

### 27. DISASTER MANAGEMENT CELL

1. Ms. Neithongunuo Angela Belho
2. Rev. Fr. Binoy Joseph
3. Rev. Fr. Peter Solo
4. Dr. Saju Mathew

### 28. WELFARE SCHEMES

1. Mr. Neizosie-o Jude
2. Ms. Wede-ü Mero
3. Mr. Vikato Swu
4. Rev. Fr. Binoy Joseph

### 29. COLLEGE JOURNAL/PUBLICATION

1. Dr. Medonuo Pienyü
2. Dr. Ramita Sougrakpam
3. Dr. Dominic Meyieho
4. Dr. Thejasenuo Julia Kirha
5. Dr. Hormila G. Zingkhai
6. Mr. James H K

### 30. FINANCE COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Member : Rev. Fr. Binoy Joseph
3. Member : Dr. Saju Mathew (Senior Teacher)
4. Member : Finance Officer of the University

### 31. PLANNING COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Ranit SABS
3. Controller of exams : Dr. Dominic Meyieho
4. Administrator : Rev. Fr. Binoy Joseph
5. Governing body (6 members from the management)|
  - a. Dr. Fr. George Keduolhou Angami
  - b. Dr. Sr. Ranit SABS
  - c. Rev. Fr. Obed Yimchunger
  - d. Rev. Fr. Binoy Joseph
  - e. Rev. Fr. Peter Solo
  - f. Dr. Fr. George Pezalhoukho
6. Dr. Nokhwenu Veronica: State Government Nominee

### 32. EVALUATION COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Coordinator IQAC : Dr. Hormila G. Zingkhai
3. Member : Dr. Sr. Ranit SAB
4. Member : Rev. Fr. Obed Yimchunger
5. Member : Rev. Fr. Binoy Joseph
6. Chief Controller of Exam : Dr. Fr. George Keduolhou Angami, Principal
7. Controller of exams : Dr. Dominic Meyieho
8. Deputy controller of exams : Dr. Norbert Noraho
9. Governing body (6 members from the management)
  - a. Dr. Fr. George Keduolhou Angami, Principal
  - b. Dr. Sr. Ranit SABS
  - c. Rev. Fr. Peter Solo
  - d. Rev. Fr. Binoy Joseph
  - e. Dr. Fr. George Pezalhoukho
  - f. Rev. Fr. Obed Yimchunger
10. State Govt. Nominee : Dr. Nokhwenu Veronica

11. Superintendent : Mr. Medophrezo Methodeus Dzüvichü
12. One member from Library committee : Mr. S. Kampu Haokip
13. One member from research committee : Dr. Hormila G Zingkha

### 33. EXAMINATION COMMITTEE

- Chief controller of exams : Dr. Fr. George Keduolhou Angami, Principal
- Controller of exams : Dr. Dominic Meyieho
- Deputy controller of exams : Dr. Norbert Noraho
- Vice Principal Academic Affairs : Dr. Sr. Ranit SABS
- Vice Principal Students's Affairs : Rev. Fr. Obed Yimchunger
- Three senior faculties : Mr. Md. Tabrej, Dr. Ramita Sougrakpam and Dr. Medonuo Pienyü

### 34. ADMISSION COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Ranit SABS
3. Vice Principal : Rev. Fr. Obed Yimchunger
4. Administrator : Rev. Fr. Binoy Joseph
5. PG-Coordinator : Dr. Fr. George Pezalhoukho
6. Dean of Science : Rev. Fr. Peter Solo

### 35. HOD & COORDINATOR OF VARIOUS DEPARTMENTS

1. Mrs. Loreni Yanthan, HoD, Economic Dept.
2. Ms. Tiamongla, HoD, Education Dept.
3. Mr. James H.K, HoD, English Dept.
4. Dr. Medonuo Pienyü, HoD, Education Dept.
5. Mr. Mhonthung Yanthan, HoD, Political Science Dept.
6. Ms. Nzano Kikon, HoD, History Dept.

7. Mr. K. Zubemo Humtsoe, HoD, BBA Dept.
8. Mr. Moatangit Longkumer, HoD, Commerce Dept.
9. Ms. Neithongunuo Angela Belho, HoD, Botany Dept.
10. Mr. Madovi David, HoD, Chemistry Dept.
11. Mr. Toshiwapang Lemtur, HoD, Mathematic Dept.
12. Ms. Thejano, HoD, Physic Dept.
13. Ms. Rukutalu, HoD, Zoology Dept.
14. Mrs. Zulusenla Jamir, Coordinator, English Dept.
15. Ms. Lily Humtsoe, Coordinator, Political Sc. Dept.
16. Mrs. K. Alibo Achumi, Coordinator, Sociology Dept.
17. Dr. Khriemenuo Pusa, Coordinator, Economics Dept.
18. Mr. Reimaya Muinao, Coordinator, History Dept.

### 36. ACADEMIC AUDIT COMMITTEE

1. Chairperson : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Ranit SABS
3. Vice Principal : Rev. Fr. Obed Yimchunger
4. Administrator : Rev. Fr. Binoy Joseph
5. Controller of exams : Dr. Dominic Meyieho
6. Senior Faculty/ Librarian : Rev. Sr. Sunitha Benedicta D'Souza RJM
7. Co-ordinator, IQAC : Dr. Hormila G. Zingkhai
8. IQAC Documentation : Ms. Wierzürho C Francisca
9. HoD, Education : Ms. Tiamongla
10. HoD, English : Mr. James H.K
11. HoD, History : Ms. Nzano Kikon
12. HoD, Political Science : Mr. Hesheo Dihe Mao
13. Director, BBA : Mr. K. Zubemo Humtsoe
14. HoD, Commerce : Mr. Moatangit Longkumer
15. HoD, Chemistry : Mr. Madovi David
16. HoD, Botany : Ms. Neithongunuo Angela Belho
17. HoD, Mathematics : Mr. Toshiwapang Lemtur
18. HoD, Physics : Ms. Thejano
19. HoD, Zoology : Ms. Rukutalu
20. Assistant Librarian : Mr. S. Kampu

- 21. Office Superintendent : Mr. Medophrezo Methodeus Dzüvichü
- 22. Local Representative :
- 23. Students' Council : President

### 37. RESEARCH ADVISORY COMMITTEE

- 1. Dr. Fr. George Keduolhou Angami
- 2. Dr. Medonuo Pienyü
- 3. Dr. Hormila G. Zingkhai
- 4. Dr. Khriemenuo Pusa
- 5. Dr. Ramita Sougrakpam
- 6. Dr. Fr. George Pezalhoukho
- 7. Dr. Dominic Meyieho

### 38. STUDENTS COUNCIL/WELFARE COMMITTEE

- 1. Vice Principal : Rev. Fr. Obed Yimchunger
- 2. Directors : Capt. Avizo Richa & Ms. Nzano Kikon
- 3. Students' Council: Executive Members

### 39. STAFF QUARTER ALLOTMENT COMMITTEE

- 1. Dr. Fr. George Keduolhou Angami : Chairman
- 2. Dr. Sr. Ranit SABS : Vice Principal
- 3. Rev. Fr. Obed Yimchunger : Vice Principal
- 4. Rev. Fr. Binoy Joseph : Administrator (Co-ordinator)
- 5. Dr. Fr. George Pezalhoukho : PG- Coordinator
- 6. Rev. Fr. Peter Solo : Dean of Science

### 40. PURCHASE COMMITTEE

- 1. Dr. Fr. George Keduolhou Angami : Chairman
- 2. Rev. Fr. Binoy Joseph : Administrator (Co-ordinator)
- 3. Rev. Fr. Obed Yimchunger : Vice Principal

### 41. PERSON WITH DISABILITY (PWD)

- 1. Dr. Fr. George Keduolhou Angami : Principal
- 2. Rev. Fr. Binoy Joseph : Administrator
- 3. Mr. Heshuo Dihe Mao : Asst. Professor
- 4. Mrs. Loreni Yanthan : Asst. Professor
- 5. Students' Council

### 42. STAFF DIRECTORS

- Students' Council** : Capt. Avizo Richa  
Ms. Nzano Kikon
- NCC Boys** : Capt. Avizo Richa
- NCC Girls** : Capt. Regina Razousinuo
- NSS** : Mr. Vikato Swu  
Mr. Kelengol Neikha  
Mr. Imtipong Longkumer  
Ms. Tokani L.
- Youth Red Cross** : Mr. Neizosie-o Jude  
Ms. Noyingbeni M. Odyuo  
Ms. Neizetuonuo Seyie
- Women's Forum** : Ms. Dievileno Maria  
Ms. Julia Kirha  
Ms. Neito Ü Mero  
Ms. Sedevikhonuo Noudi
- Jesus Youth** : Rev. Fr. Binoy Joseph  
Mr. Lunkungam Leo Panmei  
Ms. Thejano  
Rev. Sr. Laly Varghese
- Community Outreach** : Mr. Y. Lumchio Patton  
Ms. Virano Motonyü  
Ms. Rukutalu  
Dr. Kezhangunuo Kelio
- Career Guidance** : Mrs. Thejanuo Fidelia  
Dr. Ramita Sougrakpam  
Rev. Sr. Sunitha Benedicta D'Souza

**Red Ribbon Club** : Mrs. Loreni Yanthan  
Mr. Moatangit Longkumer

**Choir** : Ms. Kethovino Catherine Kulnu  
Mr. Ahel Vitsu  
Ms. Kezienguno

**Youth Net** : Mr. Md. Tabrej  
Mr. Temsukumzuk Pongen

**Young Indian** : Mr. Veto V Zhimo  
Dr. Kezhangunuo Kelio

**Ambassador** : Capt. Regina Razousinuo  
Mr. Heshuo Dihe Mao  
Rev. Fr. Binoy Joseph

**Model United Nation** : Mr. Sentilong Longchar  
Ms. L. Lilly Humtsoe  
Dr. Aosunep

**Innovators Club** : Mr. Vekutu Vese  
Dr. Mhonthung Yanthan  
Ms. Khriebuno Nagi  
Mrs. Tainla Longchar

**Alumni** : Mr. Mr. Moatangit Longkumar  
Ms. Wede-ü Mero  
Dr. Khriemenuo Pusa

**Philanthropic Club** : Mr. Renthungo C. Humtsoe  
Ms. Akuminla  
Ms. Tiamongla

**Drama Club** : Mrs. Tekalemla Longchar  
Mr. Khrietho Sale  
Ms. Rosalind Ngullie

**Dance Club** : Ms. Vilavonuo Maria Kulnu  
Ms. Kumari Asha Singh  
Ms. Diezelhounuo Tapa

**Cricket Club** : Mr. Temsukumzuk Pongen  
Mr. Imtipong Longkumer

**Volleyball Club** : Mr. Hingba Paul  
Ms. Neito Ü Mero  
Mr. Lungkungam Leo Panmei

**Football Club** : Mr. Reimaya Muinao

**Basketball Club** : Mr. Madovi David  
Mr. Melekho Chüzho  
Mr. Seyieneizo Banupfuno

**Badminton Club** : Mr. Kevizase Kehie  
Mr. James H K  
Mr. Toshiwapang

**Table Tennis Club** : Mr. Antidong Jamir  
Ms. Sakurepla

**Fit India Youth Club** : Mr. Kevi Christopher Paphino  
Mr. Lungkungam Leo Panmei

**Art Club** : Mr. Hosal Khieya  
Mr. Zankhangasung Khasim  
Mr. Gaanpatrei Kamei

**E-Waste Club** : Dr. Thejasnuo Julia Kirha  
Mr. Lipokremba  
Mr. Moatemsu

**College Magazine** : Mr. Sasietho Felix  
Ms. Debolina Mukherjee  
Mr. Neizosie-o Jude  
Ms. Noyingbeni M. Odyuo

**Prize Distribution** : Mrs. Bendangsangla  
Ms. Rukutalu  
Dr. Hormila G. Zingkhai  
Ms. Kezienguno  
Rev. Sr. Salomy  
Ms. Khriekesanuo Metha

**News Reporters** : Mr. James H.K  
Ms. Rosalind Ngullie  
Ms. Wede-ü Mero  
Dr. Ruokuoseno Zatsu

**Arena Of Mind** : Dr. Medonuo Pienyü  
Mr. Moatemsu  
Mr. Yhunsinlo Tep

**Cultural** : Mrs. K. Alibo Achumi  
Ms. Jasietsono Josephine

	Mrs. Zulusenla Jamir
	Mr. Moatemsü
	Ms. Tüsonülü Lohe
	Ms. Aleno Sano
<b>Spring Fest</b>	: Mr. K. Zubemo Humtsoe
	Mr. Kelengol Neikha
<b>Eco Club</b>	: Mr. Reimaya Muinao
	Mrs. Imkongyala Sekhose
	Ms. Neithongunuo Angela Belho
	Dr. Joyrison Kamba
<b>Games &amp; Sports</b>	: Mr. Hingba Paul
	Mr. Moiranthem Gopiramon Singh
	Mr. Reimaya Muinao
	Ms. Lucy Kamai
	Mr. Sentilong Longchar
	Ms. Zuchanbeni Lapon
	Mr. Ahel Vitsu
	Mr. Antidong Jamir
	Ms. Tokani L
	Mr. Gaanpatrei Kamei
	Ms. Tiamongla
	Dr. Khobu Tsolo
	Mr. Kevi Christopher Paphino
	Dr. Caroline Erue
<b>Athletic</b>	: Dr. Saju Mathew
	Mr. Toshiwapang
	Mr. Vinoth Kumar
	Dr. M. Yurreisem
	Dr. O. Sanentiba Ozukum
	Ms. Neizetuonuo Seyie
	Ms. Sedevikhonuo Noudi
	Ms. Tüsonülü Lohe

### **43. REGULATIONS FOR UNDER GRADUATE AND POST GRADUATE DEGREE PROGRAMMES**

The task of education necessarily calls for structures, which are essential for maintaining discipline in the individual's life as well as in the College campus. Discipline must be seen as part of the educational process and not perceived as something negative or oppressive. It helps the students to develop self-discipline, which is absolutely essential for a successful life. Therefore, St. Joseph's College (Autonomous) requires from the students absolute and uncompromised adherence to all the rules and regulations of the College, which are intended and aimed at the benefit of the individual student as well as the institution. And so by taking admission in the College and signing the declaration of consent, every student agrees to abide totally by the rules and regulations laid down and any other rules that may be framed in the future for the effective fulfillment of the mission and objectives of the College.

### **44. TITLE**

The Regulations shall be called the "Regulations for Undergraduate and Postgraduate Degree Programmes" in all the disciplines of studies. These regulations shall govern the Undergraduate and Postgraduate degree programmes offered at St. Joseph's College (Autonomous) with Choice- Based Credit System and may be amended from time to time as the need arises.

### **45. DATE OF ENFORCEMENT**

These regulations shall come into force with effect from the beginning of the academic session 2019- 2020.

### **46. EXTENT OF APPLICATION**

These regulations shall apply to students seeking admission into Undergraduate and Postgraduate degree programmes and admitted as the case may be.

## **47. INTERPRETATION**

Subject to such advice as may be given by the Academic Council of the college, the decision of the Principal shall be final. The regulations are subject to ratification by the Governing Body of the College.

## **48. ACADEMIC YEAR**

The academic year of the college shall normally begin in June or July and shall consist of two semesters. The Academic Council of the College has the directive to recommend the same and is subjected to notification by the Governing Body of the college.

## **49. SEMESTER**

The academic year of the College consists of two semesters. Each semester shall be of about 18 weeks' duration. The First Semester from June or July to November and the Second Semester from December to May.

## **50. WORKING DAYS IN A SEMESTER**

- 50.1 A semester shall have a minimum of 100 working days excluding the examination days. In case the required number of working days falls short of the above due to unforeseen and unavoidable circumstances, the same shall be made up by arranging extra classes by the teacher concerned.
- 50.2 Each course has been assigned credits equivalent to its theory/practical course content. For example, credit hours 4 (4+0) assigned to a course means that the total load of the course is of 4 credits hours which is devoted to theory. Similarly, credit hours 2 (0+2) assigned to a course means that the total load of the course is of 2 credits which is devoted to practical. One credit is equivalent of 15 periods of 60 minutes each for theory and 2 hours for practical.
- 50.3 The number of classes (for theory and practical) for different credits of course(s) shall be 1 (one) credit

which requires a minimum of 15 theory classes of 60 minutes each. However, in case of practical, 1 (one) credit requires a minimum of 15 practical classes of 2 hours each.

## **51. ACADEMIC CALENDAR**

An academic year comprises of two semesters (odd and even). The duration of Undergraduate programme is a minimum of three years (6 semesters) in continuation. The academic and curricular activities of each semester are planned in advance in a calendar. It provides details of the date of enrolment, start of regular class, examination schedules and declaration of results. A tentative schedule of events for the academic year is given in the Handbook & Calendar of the College.

## **52. RESIDENCE REQUIREMENT**

The minimum residence requirement of the Undergraduate degree programme is 3 years and the Postgraduate degree programme is 2 years. The residential requirement shall have to be continuous from the date of registration into the degree programme.

## **53. MIGRATION**

Migration of students from boards other than Nagaland Board of Secondary Education shall be governed by the rules recommended by the Academic Council of the college and approved by the Governing Body of the College.

## **54. UNIVERSITY REGISTRATION**

Students who have taken admission must submit their Higher Secondary board (**NBSE**) Registration Card and Migration Certificate (from boards other than **NBSE**) and apply in the prescribed form for university registration. The form will be forwarded to the Registrar of the affiliating University with the recommendation of the Principal to complete the process of registration.

## 55. PROGRAMME OF STUDY

### 55.1 Course, Structure and Curriculum

a) The course structure and curriculum for the Undergraduate and Post Graduate degree programme shall be as recommended by the Board of Studies of the departments and approved by the Academic Council of the college from time to time with intimation to the affiliating university and UGC

b) Besides the theory and practical courses, some courses may include field study, seminars, industrial tours etc. as part of the curriculum. The detailed syllabus for each course is provided separately.

### 55.2 Course and Course Credits

A course is a unit of instruction or segment of a subject matter carrying a specific number of credits. The course content is divided into units.

55.3 Any course to be offered in the Undergraduate degree programme must have the recommendation of the Academic Council of the college and the approval of the Governing Body of the college. For any subsequent change, the Head of the Department (HoD) shall submit the same to the Academic Council for renewal through the Board of Undergraduate and Postgraduate Studies (BU&PGS). The details of the course credits and syllabi for the Undergraduate degree programme and Post Graduate Programme shall be as recommended by the Academic Council of the college, on the recommendation of the Board of studies of the department and approved by the Governing Body of the college.

55.4 Core Course, Discipline Specific and Generic Elective courses are of six credits each. Ability Enhancement and Skill Enhancement courses are of two credits each.

### 55.5 Generic Elective (GE) Course

As the GE courses are offered one each in the first four

semesters, a student can study four different courses from four different subjects, or two each from two different subjects, or three courses from one subject and one course from another, or all the four GE courses from the same subject other than his/her honours subject.

### 55.6 Coverage of Syllabus

The course teachers shall be responsible for ensuring the coverage of the prescribed syllabi of the courses. The HoD will supervise the academic activities of the department under the overall supervision of the Principal.

## 56. CREDIT REQUIREMENT

A student is eligible for an Undergraduate degree with honours having earned a minimum of 140 credits. A student may earn additional credits up to a maximum of 160 during the course of undergraduate study (Subject to availability).

## 57. ATTENDANCE

57.1 It is compulsory for all the students to attend the class every day without fail.

57.2 Attendance is taken at every lecture, practical, seminar and programme and at all other activities as per the direction of the Principal/Vice-Principal.

57.3 Absence even for a single lecture will be counted as absence for the whole day.

57.4 As per the UGC norm, 80% attendance is required to be eligible to appear for End Semester Examinations. A student is expected to know and keep a record of his/her attendance.

57.5 Even if a student passes in all the Internal Assessments of all the subjects but does not have the required percentage of attendance, he/she shall not be allowed to write End Semester Examinations.

57.6 Report of the attendance shall be displayed on the notice board every month.

- 57.7 Students are expected to check their attendance and make rectification if any discrepancy is found. They should get it rectified within two days. Once the final list is made at the end of the year, no request for correction will be entertained. The decision of the Principal shall be final in all matters regarding attendance.
- 57.8 Students must be present on the re-opening day after every vacation and on the last day before every vacation.

## 58. CONDONATION OF ATTENDANCE

- 58.1 The Principal may, on the recommendation of the HoD/Course Teacher, condone attendance up to 5% or in a course(s) in exceptional cases like serious sickness requiring hospitalisation/ rest, medication, etc. All relevant medical evidences and certificates must be produced in support of the claim.
- 58.2 The Principal/Vice-Principal, on the recommendation of the HoD, may permit a student(s) to represent the College, University, State in inter-college, inter-state, inter-university or national level curricular and extracurricular activities. The period for which the student(s) is deputed shall be treated as official leave to be counted in favour of their attendance in all the courses in the semester. The Principal/Vice-Principal may notify the names of such students to all the attendance counters for the record.
- 58.3 On account of exceptional cases like prolonged medical treatment hospitalisation disease-related quarantine, etc., if a student has fallen short of the required percentage of attendance and needs to sit for the end semester examinations, the student may be granted zero semesters.

The application for zero semesters must be addressed to the Principal through the HoD of the department along with all the relevant medical evidences and certificates . The final authority to grant zero semesters lies with the Principal.

## 59. LEAVE APPLICATION

- 59.1 In a semester, a student can avail three (3) days of leave with a leave application. A student is not allowed to take more than (3) consecutive days as leave.
- 59.2 After having availed three (3) of days leave (in a semester), a student must produce leave application with testimonial reports such as medical doctor's prescriptions, medical bills, wedding card, funeral programme, or church organized programs to claim leave. Without these testimonial reports, leave will not be granted.
- 59.3 Additional leave is granted only for genuine reasons such as death of close relatives, marriage of close relatives, or grave illness.
- 59.4 Leave taken on account of minor illness such as fever and headache, cold and cough, diarrhea etc., will be considered as absent if not supported by a doctor's prescription and medical bills.
- 59.5 Students who bunk a class or classes will lose attendance for the day. Repeated bunkers will be asked to discontinue from the College or they may be detained.
- 59.6 A Leave Application must be handwritten in a prescribed formal form.
- 59.7 A Leave Application must be countersigned by the Parent/Guardian/Hostel Warden and be presented to the Vice Principal (Students' Affairs) on the next day of absence. No leave will be granted thereafter.
- 59.8 Leave Application must be given by the student in person at the Vice Principal's Office.
- 59.9 Attendance is granted to students if they are absent due to College duties or on College deputation works. To attend College duties or works or take part in co-curricular or extra-curricular activities, it must be applied for in the prescribed form, countersigned by the Lecturer/HoD/Person-in-Charge and must be personally submitted to the Vice Principal.
- 59.10 Any student who is absent for one month continuously



without satisfactory reason will be considered to have left the College and his/her name will be removed from the register.

## **60. TYPES OF COURSES OFFERED**

There are three types of courses offered for the students admitted into undergraduate/post graduate degree programmes. While some courses have only (a) theory component (b) practical component (c) both the components. A theory course of 6 credits with no practical has a total of 100 marks. A course of 6 credits having both theory and practical components (4+2) carries a total of  $100+50=150$  marks. A course of 6 credits having only practical component has a total mark of 100. There is no continuous internal assessment (CIA) for courses with only practical component. A course of 2 credits (Ability and Skill Enhancement) has a total mark of 50.

## **61. EXAMINATION AND EVALUATION**

### **61.1 Ratio of Mark**

The ratio of Internal Assessment (IA) and External Assessment (end semester examination) is 30: 70. For theory courses, IA is for 30 marks in the ratio of 10:10:10, corresponding to internal examination, assignment and short test/ activity; and for courses with practical (total of 50 marks), the IA is for 15 marks in the ratio of 10:5, corresponding to laboratory works/attendance and laboratory records/notebooks.

### **61.2 Internal Assessment (IA)**

A student who fails to obtain the required 45% of 30 Marks (i.e. 13.5 - as pass mark) in one Internal Assessment must work hard to secure the required marks in the next Internal Assessment and do well in the project or assignments given by the teacher. Re-test is not permitted.

### **61.3 Examinations Schedules**

Schedules for the internal assessments, end semester and practical examinations shall be notified by the Chief Controller of Examinations.

### **61.4 Question Moderation**

The question papers set by, (i) Course Teacher and (ii) External Paper Setter will be moderated by the Moderation Board duly constituted by the Controller of Examinations. Any one of the question papers after moderation may be used for the ensuing examination purpose. The remaining paper will be used as per need.

### **61.5 Script Evaluation**

Evaluated answer scripts of Mid-Term exam of 10 marks will be shown to the students. Internal Assessment of Assignments, Internal Test, Viva Voce and Presentation marks will not be shown to the students. The answer scripts of theory and practical end-semester examinations will be evaluated by the internal or external examiners as the case may be.

### **61.6 Field study**

Students' reports for the field study course will include observations made, information and data collection, analysis of the data, implications of findings, and suggested measures for improvement/control together with comments

### **61.7 Suspension of Class before End Semester Examinations**

Classes shall ordinarily be suspended for two days prior to the date of commencement of the end semester examinations. However, for internal assessment, classes will not be suspended prior to commencement or during the internal assessments.

### **61.8 Mandatory Examinations**

Internal assessments, practical examinations, and end semester examinations are mandatory to clear the course.

## **62. REPEAT/ IMPROVEMENT END-SEMESTER**

## EXAMINATIONS

**62.1** Repeat end semester examinations will be permitted to those who had written the end semester examinations of the concerned course(s) but failed to secure the minimum requirement of 55 percent. Such a student has to apply for the repeat end semester examination by paying the prescribed fee and write the examination along with the immediate junior batch.

**62.2** A student may apply and appear for end-semester improvement examinations in not more than any two courses in a semester to be written along with the immediate junior batch. The prescribed fee for such improvement examinations shall be fixed by the Management Board. Application for such examinations must be accompanied by the Grade Card of the semester and the policy of the 'best-of-the-two' shall be applied. However, no request for end semester improvement examinations shall be entertained after the final transcript (Cumulative Grade Point Average) is issued.

**62.3** Repeat course and repeat examinations will be possible only in the next odd semester or even semester and will in no way affect the award of grade. However, a student who has repeated the course(s) to clear it will not be eligible for the award of a subject topper.

## 63. PROMOTION

As per the University norms, a student shall be promoted from an odd semester to an even semester and vice versa, provided he/she does not have three (3) backlog papers. i.e., if a student has three or more backlog papers he/she will not be promoted to the next semester. If a student has only one or two backlog papers he/she shall be promoted to the next semester. However, a student cannot be promoted to the third semester if he/she does not clear the backlog papers of the first semester. In the same way a student cannot be promoted to the six semester if he/she does not clear the backlog papers of the second semester.

## 64. GRADING

The conversion of SGPA/CGPA to grade is as follows:

SGPA/CGPA	Grade
9.50 to 10.00	O
8.50 to 9.49	A+
7.50 to 8.49	A
6.50 to 7.49	B+
5.50 to 6.49	B
4.50 to 5.49	C
≤4.49	F

### Abbreviation Used

Int. Assess.	:	Internal Assessment
Ext. Assess.	:	External Assessment
ESE	:	End Semester Examination
C	:	Credit
G	:	Grade
CG	:	Product of Credits & Grades
SGPA	:	Semester Grade Point Average
CGPA	:	Cumulative Grade Point Average
R	:	Repeat (2 <sup>nd</sup> Appearance in the Paper)
RR	:	Repeat (3 <sup>rd</sup> Appearance in the Paper)

### Scheme of examination and criteria for clearing

	Internal Assessment full marks		External Assessment full marks	
	Full Marks	Pass Marks	Full Marks	Pass Marks
Theory paper with maximum marks 100	30	13.5	70	31.5
Theory paper with maximum marks 80	30	13.5	50	22.5
Theory paper with maximum marks 50	15	6.75	35	15.75
Practical Paper	-	-	50	22.5 (45%)
Practical Paper	-	-	20	9 (45%)

## Grading Range

Grades	O	A+	A	B+	B	C	F
Grade Points	10	9	8	7	6	5	0
Marks (Max. 100)	95 to 100	85 to 94.99	75 to 84.99	65 to 74.99	55 to 64.99	45 to 54.99	≤44.99
Marks (Max. 80)	76 to 80	68 to 75.99	60 to 67.99	52 to 59.99	44 to 51.99	36 to 43.99	≤35.99
Marks (Max. 50)	47.5 to 50	42.5 to 47.49	37.5 to 42.49	32.5 to 37.49	27.5 to 32.49	22.5 to 27.49	≤22.49
Marks (Max. 20)	19 to 20	17 to 18.99	15 to 16.99	13 to 14.99	11 to 12.99	9 to 10.99	≤8.99

## 65. RESULT DECLARATION

The provisional results, prepared by the Controller of Examinations, will be declared by the Principal.

### 65.1 Re-Evaluation/ Re-Scrutiny

Re-evaluation/re-scrutiny of answer script is allowed only for the End Semester Examinations. Students may apply for re-evaluation/re-scrutiny of the answer scripts during the three-day window to be notified by the Controller of Examinations after the commencement of issuance of the Grade Card.

No student will be allowed to apply for re-evaluation/re-scrutiny in more than two courses in a semester. Re-scrutiny for the answer script of Internal Assessment is not allowed.

Application, attached with the Grade Card of the semester, for re-evaluation/re-scrutiny will be accepted on payment of the prescribed fee.

The results of re-evaluation/re-scrutiny will be notified by the Controller of Examinations.

### 65.2 Correction of Grade Points

In case of any discrepancy in the Grade Card Transcript, necessary rectification and correction will be done with the written application and approved by the Principal.

### 65.3 Custody of Answer Scripts

The office of the Controller of Examinations shall keep all the

records of the end semester examinations and internal assessments for three years and destroy them thereafter. A student will have no right to seek information on evaluation related matters pertaining to these examinations after the expiry of three years. Records pertaining to the results of student(s) will be kept by the Controller of Examinations.

## 66. PROVISIONAL CERTIFICATE

The Controller of Examinations, after notification of the results, will issue the provisional certificate in respect of successful candidates under the signature of the Principal.

## 67. AWARD OF DEGREE CERTIFICATE

Both Undergraduate and Post Graduate degree certificates under the seal of the University and signed by the Vice-Chancellor shall be given to the successful student only when N.U issues the certificates.

## 68. COURSE COMPLETION CERTIFICATE

**68.1** A successful candidate can receive the Course Completion certificate by attending the college convocation in person. For attending the convocation, the student has to register with prescribed fee.

**68.2** A student wishing to receive Course Completion certificate in absentia has to apply in the prescribed form accompanied by the prescribed fee. The certificate may be collected from the college office at a later date after the convocation.

## 69. STUDENTS LEAVING THE COLLEGE

A student who wants to leave the college during or after a semester or on completion of a degree programme must officially be discharged by the Principal, on obtaining clearance in the prescribed form.

## 70. STUDENTS DISCIPLINE

The regulations on student discipline as mentioned in the Handbook and Calendar and Prospectus of the college shall apply to all the students admitted to the Undergraduate and Post graduate degree programmes.

## 71. GENERAL NORMS

Every Josephite is perceived as a person endowed with a unique character and personality which must be moulded and perfected. The College with its various curricular and co-curricular activities

helps the student to achieve this goal and the student is expected to render his/her full cooperation in this endeavour. He/she is expected to uphold the values and ideals of the institution always.

In particular:

- 71.1 He/she should apply himself/herself to regular and systematic study.
- 71.2 He/she is to be truthful in his/her words and deeds, courteous and respectful towards fellow-students, teachers and those in authority.
- 71.3 His/her life should be marked by purity of life, quest for excellence, love of hard work, spirit of unselfish service, and devotion to God and one's country.
- 71.4 He/she should maintain a high standard of conduct at all times and in all places.

## 72. DISCIPLINARY MATTERS

- 72.1 A student who enters class after roll call in the first hour will be permitted to attend class only after obtaining a permission from the Principal/Vice Principals.
- 72.2 Possession and use of alcohol and abusive drugs in the College campus will lead to immediate dismissal from the College.
- 72.3 Students are not allowed to use cell phones in the class room, corridors and staircases. Any violation of this rule will result in confiscation of the phone. Confiscated cell

phones shall be returned to the students only after the completion of the 3 months or when the student leaves the college permanently.

- 72.4 It is strictly prohibited to have body piercing or body tattoo. Anyone with a body tattoo or engaged in body piercing shall be asked to leave the College.
- 72.5 Possession and use of addictive substances like, tobacco, supari, pan, pan masala, etc. is completely forbidden in the College campus. Students who violate this rule will invite a fine, suspension, and even dismissal from the College.
- 72.6 English is the common language in the College campus and use of other languages in College campus is strictly prohibited. Violation of this rule may invite punishment.
- 72.7 Every student must have an Identity Card, which will be available from the College Office. It must be brought to the College every day and must be visibly carried by the student on all class days and exam days.
- 72.8 The Identity Card must be produced when demanded by a teacher or an official of the College. Identity Card must be produced for requesting original certificates, and for collecting Admit Card. College Identity Card must be surrendered when the student leaves the College permanently.
- 72.9 Students must be present on the re-opening day after every vacation and on the last day before every vacation, major or minor. Those who fail to do so shall pay a fine as per the decision of the Management Board.
- 72.10 Students are not allowed to leave the College campus during lecture hours without the permission of the Principal/Vice-Principals. When such leave is granted a leave-slip will be issued to the student. Students are required to present the leave-slip to the College office and at the College gate before leaving the College.
- 72.11 Students are forbidden to attend or organize any meeting in the College without permission of the Principal.
- 72.12 Students are not allowed to collect money or raise funds for

- any purpose in the name of the College or using the name of the College without permission of the Principal.
- 72.13 Students are not allowed to address any authority as a body. Such combined action is subversive of good order. Students shall not address public meetings, take part in inter-collegiate competitions, and participate in live/photographic modeling, fashion shows, stage shows, talk shows or any radio or television program using the name of the College or in the name of the College without prior permission from the Principal.
- 72.14 No matter for publication in newspapers, magazines, or journals other than that published by the College be submitted in the name of the College by students.
- 75.15 Students should behave with decency and decorum at all times. Hooting, whistling, shouting, or any kind of noisy and disturbing behaviour, noisy celebrations in the campus, etc. are prohibited.
- 75.16 Ragging of any kind and magnitude inside/outside the college campus will lead to immediate dismissal from the College.
- 75.17 Any noisy celebrations on the last day of class inside or outside the class room are strictly forbidden. No, one shall go to other classes or disturb the students or teachers.
- 75.18 Any form of harassment of female students will lead to immediate suspension/ dismissal from the college.
- 75.19 Students with sexual harassment records shall be asked to leave the College.
- 75.20 Causing damage to College property shall lead to fines, suspension or dismissal from the College.
- 75.21 All co-curricular activities of the College will be held on Saturdays. Students are expected to take part in them without fail.
- 75.22 Students must have all the required text books within one week of the inauguration of the academic year or the beginning of the new semester.
- 75.23 Students should be ready to undergo medical test by a doctor, as and when directed by the Principal.

- 75.24 Every student must maintain in the Handbook/Calendar a record of his/her blood group.
- 75.25 In case of lost of Identity Card, a written request for the replacement of a lost card must be given to the Principal/ Vice Principals and a new card may be issued with the payment of Rs. 150/-
- 75.26 The decision of the Principal shall be final in all matters of discipline and enforcement of rules. Students are admitted on the clear understanding that they will observe the rules of the College and accept the authority of the Management Board headed by the Principal.
- 75.27 The college authorities are in no way responsible for any indiscipline/misbehaviour of the students outside the college campus.

### **73. THE HODS AND THE FACULTY MEMBERS**

- 73.1 The HoDs and the faculty members are not authorized to grant leave to any student.
- 73.2 The teacher-in-charge shall submit leave application for students who participate in the program on behalf of the College or on College duties and get approval from the Vice Principal (Students' Affairs).

### **74. DRESS CODE**

- 74.1 All the students are expected to follow the dress code of the College. Dress code should be observed on class days, examination days and at all official functions of the College.
- 74.2 The formal college black pants and blazer are to be worn on every working day of the college.
- 74.3 During winter (Nov. - Feb.), on reason of genuine health ground, a black thin sweater may be worn inside the college shirt, T- shirt or department T-shirt.
- 74.4 It is prohibited to wear any sweater of different colour.
- 74.5 The students are permitted to wear only the official college hoodie/sweatshirt. The college hoodie/sweatshirt is not a substitute of the blazer.

- Monday** } Formal college black pants, shirt and blazer made  
**Tuesday** } of College prescribed materials.  
**Friday** }
- Wednesday** } Formal college black pants and College T-shirt.  
**Thursday** } Formal college black pants and Department T-shirt.  
**Saturday** } College T-shirt

## 75. CLASSROOM DECORUM

- 75.1 Students are not allowed to use any non academic related gadgets and cell phones during class hours. Any violation of this rule will result in confiscation of the gadgets and cell phones.
- 75.2 The confiscated gadgets and cell phones will not be returned until the completion of the semester or when the student leaves the College permanently.
- 75.3 Students shall not leave the classroom without permission from the concerned subject teacher or until the teacher has left the room or asked the class to disperse.
- 75.4 Proper and respectful class room behaviour is expected from all.
- 75.5 Eating, chewing, littering of rubbish, spitting, writing on the desks, walls, black boards, etc. are strictly forbidden.
- 75.6 Damage caused to walls, desks, benches, etc. through spitting, writing, drawing, etc. shall be made good through collective fines.
- 75.7 Any disrespect shown to professors in the class or outside shall result in suspension or expulsion from the College.
- 75.8 It is prohibited for the students to move out from the Class Room whether the teacher is in the class or not.
- 75.9 Student who wishes to go out of the class room should get a written permission-slip from the teacher.
- 75.10 Student who arrives late to the class room must obtain permission-slip from the Vice Principal (Students' Affairs) And show it to the subject teacher in order to attend the class.

- 75.11 Students should show respect to the teachers, officials, and staff of the College at all times.

## 76. ACADEMIC PROGRAMME

The College offers Baccalaureate degrees in Arts, Commerce, Business Administration, Science and Post -graduate degrees in Economics, English, History, Political Science and Sociology.

### 76.1 POST GRADUATE (M.A) COURSES

- 76.1.a Post Graduation in Economics  
 76.1.b Post Graduation in English  
 76.1.c Post Graduation in History  
 76.1.d Post Graduation in Political Science  
 76.1.e Post Graduation in Sociology

### 76.2. Bachelor of Arts (B.A) COURSES

- 76.2.a Economics (Honours)  
 76.2.b Education (Honours)  
 76.2.c English (Honours)  
 76.2.d History (Honours)  
 76.2.e Political Science (Honours)  
 76.2.f Sociology (Honours)

### 76.3 BACHELOR OF COMMERCE (B.COM.) HONOURS

### 76.4 BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

### 76.5 BACHELOR OF SCIENCE (B.SC.) HONOURS

- 76.5.a Botany (Honours)  
 76.5.b Chemistry (Honours)  
 76.5.c Physics (Honours)  
 76.5.d Mathematics (Honours)  
 76.5.e Zoology (Honours)

## 76.6 DIPLOMA COURSES

Duration: 1 year

1. Diploma in Counselling Psychology
2. Diploma in Computer Concepts
3. Diploma in Stenography & Typing
4. Diploma in Music
5. Diploma in Tourism Management
6. Diploma in Cosmetology

## 76.7 CERTIFICATE COURSES

Duration: 6 months

1. Certificate in Graphic Design
2. Certificate in Home Nursing
3. Certificate in Computer Hardware & Networking
4. Certificate in Cognitive Behavioural Therapy

## 77. ADMISSION GUIDELINES

- 77.1 It is the policy St. Joseph's College (Autonomous), Jakhama to offer Bachelor degree course and Master degree course to all qualified persons, provided required conditions are fulfilled by the applicant and as stated in the vision and mission of the College.
- 77.2 Admission shall be taken on the basis of merit and depending on the availability of seats.
- 77.3 The College shall conduct entrance test/personal interview before the admission of the candidate. A candidate must also obtain qualifying marks required by the College in entrance test/personal interview as the case may be. These marks shall be valid only for the academic year for which the test is conducted.
- 77.4 Admission will be on the basis of performance of the candidate at the qualifying examination, entrance test and/or personal interview.
- 77.5 Admissions shall ordinarily close after a specified period

from the date of commencement of the first semester classes decided by the Management Board. However, in exceptional cases, admission of a candidate after the last date may be recommended with evidential and trustworthy justification and proof. Under such an event, this period shall not exceed four weeks from the date of commencement of the first semester classes.

- 77.6 If any student is given admission under the Article 1.5, then attendance of such student shall be computed from the date of admission.
- 77.7 No new admission shall be taken except in the first semester.
- 77.8 A student who fails in any semester exam may take readmission for the failed semester, however if a student fails the second time in any one of the semesters then the student has to discontinue studies in the College.
- 77.9 A candidate who is eligible to take admission shall pay at the time of admission the prescribed Admission Fee, monthly Tuition Fee and other College Fees.
- 77.10 A candidate must be accompanied by the parent/guardian to take admission, unless the admission is done online.
- 77.11 Admission will not be given to any candidate without the candidate meeting any one of the Management Board members for personal interview.
- 77.12 Parents/guardians or friends cannot take admission for a candidate if not accompanied by the student who seeks admission.
- 77.13 A candidate with body tattoo which is visible to the people is not allowed to take admission. Due to online admission, if a candidate has taken admission with tattoo on the body, then he/she has to remove the tattoo or conceal the tattoo.
- 77.14 Admission fee and other fees once paid are not refundable. However, the Management Board may consider refund of first instalment fee and exam fee paid during admission, if a candidate decides to leave the college before the commencement of classes. After the commencement of classes (online/offline) even for one day, refund of any payment done during the admission will not be allowed in

any case.

- 77.15 A student who takes Transfer Certificate (T.C) is not allowed to take readmission even after year(s) of break.
- 77.16 There is no guarantee that all those who have registered for admission will be selected for admission.

## **78.ELIGIBILITY CRITERIA FOR ADMISSION TO BACHELOR DEGREE PROGRAMME**

- 78.1 To be eligible for admission to Under Graduate programme (Bachelor's Degree) a candidate should have passed High School examination and Higher Secondary examination of a recognized Board of Higher Secondary Education or an equivalent examination of any University/Board securing grades/marks as specified below.
- 78.2 A student who seeks Admission at Bachelor degree level must have secured a minimum of 45% marks in the concerned subject and an aggregate of 45% marks to be eligible to take admission.
- 78.3 Students from other streams (Science/Commerce) desiring to shift to Arts stream may be allowed to opt for Honours provided they have secured an aggregate of 45% marks (CGPA) at 10+2 level examination.
- 78.4 Students of Arts may apply for Honours subject in the subject not taken in HSSLC provided they have secured an aggregate of 45% marks (CGPA) at 10+2 level examination.
- 78.5 Students who have passed any given Certificate/Diploma Course after 10+2 level in any Professional course of study shall also be eligible for Honours Course provided they have secured a minimum of 45% marks for the concerned subject and an aggregate of 45% marks at 10+2 level examination.
- 78.6 The Management Board of the College shall at the beginning of the Academic year notify the required conditions to be fulfilled by the applicant.

### **78.7.a Core Course for Arts**

Economics Honours: 45% in Economics and 45% aggregate  
Education Honours: 45% in Education and 45% aggregate  
English Honours: 50% in English and 45% aggregate  
History Honours: 45% in History and 45% aggregate  
Political Science Honours: 45% in Political Science and 45% aggregate  
Sociology Honours: 45% in Sociology and 45% aggregate

### **78.7.b Core Course for BBA**

BBA : 50% aggregate in any stream

### **78.7.c Core Course for B.Com.**

B.Com. Honours: 45% in Accountancy and 45% aggregate  
Marks in Higher Secondary Level

### **78.7.d Core Course Science**

Botany Honours: 45% in Biology with 45% aggregate  
Chemistry Honours: 45% in Chemistry 45% aggregate  
Mathematics Honours: 45% in Mathematics with 45% aggregate  
Physics Honours: 45% in Physics with Maths 45% aggregate  
Zoology Honours: 45% in Biology with 45% aggregate

## **79. ELIGIBILITY (MASTER'S DEGREE)**

- 79.1 For Post Graduate Degree, a minimum of 50% is required for admission in the department to which one desires to take up.
- 79.2 A candidate shall produce all relevant documents in original for verification (Registration cards, Mark-sheets, Admit Cards, and Certificates as per N.B.S.E, NU and other recognized Boards and Universities.
- 79.3 Preference shall be given to a candidate who has 1st Division Mark (60 % and above) in the subject of the department. The criteria for admission shall be on the basis of merit.
- 79.4 A candidate who does not have 1st Division Mark in the subject of the department but seeks admission needs to get registered at the College Office.



- 79.5 Admission shall be given to a candidate (without 1st Division Mark) in the subject of the department depending on the availability of seats.
- 79.6 Change of stream from Science at Class XII to B. Com. shall be permitted to those students having a minimum of 45% or above at Class XII Science Examination.
- 79.7 Catholic students should submit a certificate from the Parish Priest along with the application form stating that they are practicing Catholics.
- 79.8 St. Joseph's Portal is always open to International Students and especially for Physically Challenged Students.
- 79.9 There is no guarantee that all those who are registered will be selected for admission.

#### **80. ELIGIBILITY CRITERIA FOR ADMISSION TO POST GRADUATE PROGRAMME**

- 80.1 It is the policy St. Joseph's College (Autonomous), Jakhama to offer Master's degree to all qualified persons, provided required conditions are fulfilled by the applicant and as stated in the vision and mission of the College.
- 80.2 All admissions to Post Graduate Programme in the College shall be on the basis of merit, availability of seats and eligibility criteria.
- 80.3 To be eligible for admission to Post Graduate programme (Master Degree) a candidate must have passed three years Degree Course having secured in Honours/Major paper 50% marks and for General stream students of Arts with 55% in the concern subject in which admission is sought.
- 80.4 The Management Board shall notify at the beginning of the academic year the required conditions for admission to Master's degree programme.

#### **81. ADMISSION PROCEDURE FOR BACHELOR'S & MASTER'S DEGREES**

- 81.1 Admission process begins soon after the declaration of NBSE Hr. Sec. and Nagaland University Bachelor's Degree Results.
- 81.2 Application Form cum Prospectus is available in the

College Office during working hours (**8:30 am to 4:00 pm, Monday to Friday and 8:30 am to 12:00 noon on Saturday**) on payment of **Rs. 200/-**

- 81.3 The filled in application form has to be submitted and registered in the College Office on or before the date specified along with the attested copy of Mark sheet of Class X , XII and Bachelor's Degree with a registration fee of Rs. 100/-
- 81.4 The names of successful candidates will be displayed on the College Notice Board and the College website.
- 81.5 The stages of admission  
 Stage I : Submission and verification of application form  
 Stage II : Meeting the Management Board Members  
 Stage III : Selected candidates make payment of fees

#### **82. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION**

- 82.1 Four Xerox copies of Mark sheet; four Xerox copies of Admit Card; six photos (4 passport size & 2 stamp size photos).
- 82.2 Original N.B.S.E or Equivalent Recognized Board and NU or Equivalent Recognized University Registration Card.
- 82.3 The Original Mark sheet should be produced for inspection at the time of interview for admission.
- 82.4 Applicants coming from outside Nagaland Board/University must produce a Migration Certificate.
- 82.5 Candidate's presence is mandatory at the time of admission.

#### **83. RE-ADMISSION**

Josephites who have appeared their II & IV Semester Examinations (Bachelor's Degree) must take Re-admission (admission for the next semester) by the stipulated date announced by the College on payment of Annual Fees and first instalment (3 months) tuition fee. Those who do not take admission within the prescribed time will be asked to take Transfer Certificate.

#### **84. STUDENTS WITH BACKLOG PAPERS**

A student who has 3 backlog papers cannot take admission or re-admission in the College. He/she shall be issued Transfer Certificate.

If after the declaration of result, the student decides to leave the College because he/she has more than two backlog papers, the annual fees will be refunded. However, the tuition fees for three months will not be refunded.

## **85. ADMISSION FEES AND TUITION FEES**

- 85.1 The Fee structure (Tuition fees, University fees, Annual fees, etc.) will be announced at the beginning of the academic year. Tuition Fees are to be paid for twelve months a year. Annual Fees and Tuition Fees for the first three months are to be paid at the beginning of the academic year at the time of Admission / Readmission.
- 85.2 Fees once paid will not be refunded.
- 85.3 The Second installment of Fee is to be paid before the issue of Admit Card for End Semester Examinations.
- 85.4 The names of students who do not pay their dues for three months consecutively are liable to be removed from the rolls; but for special reasons they may be re-admitted on payment of all arrears and a re-admission fee. However, all College dues are to be cleared before the issue of Admit Card.
- 85.5 Tuition Fee concession may be given to deserving students.
- 85.6 If anyone wishes to take Transfer Certificate during the year he/she will have to clear all fees due to the College up to the end of the academic year.
- 85.7 Transfer Certificate fee of Rs. 100/-
- 85.8 Conduct/Character Certificate Rs. 100/-
- 85.9 Provisional Certificate Rs.150/-

## **86. FEES 2021-22**

### **86.1 B.A & B. Com**

Admission Fee: Rs. 8,500.00 per year  
Tuition fee (Honours) : Rs. 1,300.00 per month

### **86.2 BBA**

Admission Fee : Rs. 9,500.00 per year  
Tuition fee : Rs. 1,400.00 per month  
Industrial Tour : Rs. 5,000.00 per year

### **86.3 B. Sc.**

Admission Fee : Rs. 9,500.00 per year  
Tuition Fee : Rs. 1,400.00 per month  
Lab Fee : Rs. 8,000.00 per year

University Fees : As per University rules  
Examination Fees : As per College rules

### **86.4 M. A English, M.A Economics, M.A History M.A Political Science and M.A Sociology**

Admission Fee : Rs. 10,000.00 per year  
Tuition Fee : Rs. 15,000.00 per semester  
University Fees : As per University rules  
Examination Fees : As per College rules

## **87. FINES**

- 87.1 Fines are imposed only on those who break the rules and regulations of the College, who willfully fail in their duties, and who engage in harmful or undesirable behavior(s).
- 87.2 The fine(s) shall be decided by the Management Board depending on the severity of the offense(s) and Transgression(s).  
It is mandatory to pay fine for four important occasions in the Collage namely:
1. Re-opening Day
  2. Freshers' Day
  3. Graduation Day

#### 4. College Week

- 87.3 A student may be exempted to pay fine for genuine reason(s) on ground of sickness, wedding of dear ones, death of dear ones, and unprecedented accidents. The student must produce medical doctor's prescriptions, and medical bills for sickness and testimonial proofs in matters of wedding and death. Student must produce testimonial letter from the country physicians if he/she has gone to such persons.
- 87.4 All fines will have to be cleared before the issue of the Admit Card. The best way to avoid fines is to consistently obey the rules of the College.

### 88. SCHOLARSHIPS

- 88.1 The Schedule Tribe (ST) Students from the state of Nagaland can apply online Post-Matric or Merit Scholarship from the given portal, ***www.scholarship.nagaland.gov.in*** as per the scholarship guidelines given by the state govt. and submit the downloaded copies with all the necessary documents to the College Office.
- 88.2 The Students from other state belong to Minority community, Schedule Tribe (ST), Schedule Caste(SC) can also apply on-line scholarship from National Scholarship portal, i.e. ***www.scholarships.gov.in***. The downloaded forms with all the necessary documents must be submitted to the College office for verification.
- 88.3 Students who have applied scholarship from Nagaland State Portal, and have submitted the hard copies, their names will be displayed at the college notice board for correction or inclusion if any, before submitting the final list to the Govt. The college will not be responsible for any correction or inclusion whatsoever, after it is submitted to the Govt. of Nagaland.
- 88.4 While all care is taken in checking and verifying the application forms and the attached documents, the College takes no responsibility for the rejection of application by

the concerned authorities. Money is credited directly to the bank account of the student by the state govt. A sum of Rs. 30 per student will be collected at the beginning of the year for the processing of application form and for administrative expenses.

### 89. EXAMINATIONS

- 89.1 Any malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.
- 89.2 The College conducts Tests, Internal Assessments, and Examinations for all the subjects taught in the College and it is compulsory for all the students to appear for the same.
- 89.3 Exemption from Examinations is not granted and no second session examinations will be conducted. Absentees will be considered as failed.
- 89.4 Selection for the University Examinations will be determined on the basis of the Tests, Internal Assessments, Examinations, 80% of attendance, and other requirements as per the University norms.
- 89.5 Even if a student passes in all the subjects, but does not have the required percentage of attendance he/she shall not be promoted.
- 89.5 Conversely, if the student has the required percentage of attendance but performs poorly in studies, he/she will not be promoted.
- 89.6 Malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.

### 90. LIBRARY

#### 90.1. GENERAL INFORMATION

##### LIBRARY SOURCES

##### (1) Magazine, Journal and Newspaper Section:

These are to be read in the library reading room and not to be borrowed.

**(2) Reference Section:**

Reference books are to be referred in the library only and not to be borrowed.

**(3) Stack Section:**

Library users can borrow book(s) only from the stack section.

**(4) E-Source:**

Library users can copy/download e-sources from the computers provided in the library.

**91. GENERAL GUIDELINES**

- 91.1 All the students/teachers/scholars are required to submit their recent passport size photograph and apply for Library membership. Strict silence shall be maintained in the library at all times.
- 91.2. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. Smoking is not permitted in the College Campus.
- 91.3 All the students/teachers/scholars and outsiders entering the Library shall keep their bags and other personal belongings at the entrance/log shelf. Without library ID Card, no one shall request excuse/favour to enter the library.
- 91.4 Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- 91.5 If a borrower damages the book(s) he/she shall purchase new book(s) or refund the price of the damage book(s) which includes the fine imposed.
- 91.6 A visitor or guest has no permission to visit or use the

Library without prior permission from the Principal/Vice Principals. Student/Scholar/Individual who wishes to use the library for reference (only) must produce valid college/university/designation identity card.

- 91.7 A visitor/non-Josephite is not allowed to borrow book(s).
- 91.8 A visitor/non-Josephite must sign the logbook with personal details and contact number.
- 91.9 Only notebooks and the Library books will be allowed while using library reference tables.
- 91.10 For all the staff and students of St. Joseph's College, Library ID Card is compulsory to enter the library.
- 91.11 All the library users and readers are advised not to leave their valuables in the library.
- 91.12 The Librarian is not responsible for any loss of personal belongings.
- 91.13 All files, books and notebooks must be presented to the library staff for inspection while leaving the library. Library does not permit any exception in the observance of this rule.
- 91.14 Books borrowed should be protected from rain, dust, insect, etc.
- 91.15 Books removed from the shelves, if not required further, should be kept on the book trolley/table nearest to them. Do not try to shelve them yourself.
- 91.16 Newspapers, magazines, journals etc. should be properly kept back in the designated place.
- 91.17 Borrowers, faculty and staff who go on long leaves like deputation and study leave must return all borrowed materials before leaving the College.
- 91.18 All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.

- 91.19 Reference Documents like Dictionary, Encyclopaedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census and Handbooks will not be issued out.
- 91.20 Borrower must make recover the loss by replacing library material with same or latest edition. In case of non-availability of material, then the actual cost of the book/material will be recovered from the borrower.
- 91.21 All users of the library are requested to keep their mobiles in silent mode. One must move out of the library to attend mobile calls.
- 91.22 Beverages and eatables are strictly prohibited inside the library.
- 91.23 No photograph of the library books shall be taken without the prior permission of the Librarian.
- 91.24 The Librarian reserves the right to call back any issued book/item at any time.
- 91.25 The Librarian reserves the right to check the lockers, whenever necessary.
- 91.26 Every borrower of book(s) from the library should know that just as he/she needs the book(s), so too other colleagues and friends.
- 91.27 To borrow book(s), the borrower shall use only the slips provided in the library.
- 91.28 If a borrower loses borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of fine.
- 91.29 The Librarian shall notify to the borrower of book(s) the expiry date to return the book(s).
- 91.30 The official email for the library is [sjclib2021@gmail.com](mailto:sjclib2021@gmail.com)
- 91.31 All communications with the librarian shall be through the email provided.

## **92. STAFF (TEACHING AND NON-TEACHING)**

- 92.1 A staff is permitted to borrow five (5) books at a time for a period of thirty (30) days. The Teaching staff of full time M.Phil/Ph.D and integrated programme research scholars are allowed to borrow 10 books for a period of thirty (30) days.
- 92.2 In case a staff wishes to borrow more books at a time, he/she may be allowed to borrow ten (10) books at a time. However, the period for borrowing ten (10) books shall be twenty-five (25) days only.
- 92.3 If an extension of time is required then the staff must apply for renewal of the books borrowed which shall not exceed fifteen (15) days. After fifteen (15) days from renewal date, it is mandatory to return the borrowed books to the library.
- 92.4 At the expiry of fifteen (15) days of renewal, if a staff fails to return the books then fine shall be imposed on the borrower. A fine of Rs. 2 will be imposed for every day from the date of expiry until the books are returned. After a period of fifteen (15) days of extended date, if the borrower fails to return the books, the fine shall be doubled, that is Rs. 4 per book.
- 92.5 The borrower can take new book(s) or renew the books only after payment of imposed fine.
- 92.6 If a staff loses the book(s), does not return the book(s) or does not comply with the imposed fine, then the fine and cost of the book(s) shall be recovered from the source of salary.
- 92.7 A staff who resigns, completes term of contract or is asked to discontinue service shall return all the borrowed books from the library and department book depot before leaving the College failing which he/she shall pay the cost of the book(s).

### **93. STUDENTS**

- 93.1 Every student shall be given two borrowing cards in the first year (first semester) and the cards will be valid until the final year (sixth semester).
- 93.2 A student is permitted to take two books at a time for a maximum period of ten (10) days. After ten (10) days, it is mandatory to renew or return the borrowed books to the library.
- 93.3 The student who borrows the books must surrender his/her borrowing card.
- 93.4 No student shall borrow book(s) by using another student's borrowing card.
- 93.5 If a student wishes to retain borrowed books after ten (10) days, then he/she must renew the books by submitting it to the Librarian and get them renewed.
- 93.6 At the expiry of ten (10) days if a student fails to return the books then fine shall be imposed on the borrower. A fine of Rs. 2 will be imposed for every day from the date of expiry until the books are returned or renewed.
- 93.7 The borrower shall renew the books only after payment of imposed fine. After a period of twenty (20) days from the expiry date, if the borrower fails to return the books, the fine shall be doubled, that is Rs. 4 per book.
- 93.8 A student may reserve a book which is borrowed by another borrower and it shall be issued to the student immediately after it is returned to the library by the borrower. A reserved book cannot be renewed.
- 93.10 If a borrower loses or damages the book(s), he/she may also purchase the lost or damaged books (latest edition) and submit to the library instead of paying the full cost.
- 93.11 The College shall not issue any certificate or documents of

the student without returning the library books borrowed or having the paid dues.

- 93.12 If a student is found guilty of misusing the library facilities, then he/she shall be banned from using library or borrowing the book(s).

### **94. COMPUTER CENTRE**

The College offers Certificate and Diploma courses in computer applications.

1. Diploma in Computer Concept
2. Hardware and Networking
3. Graphic Design

### **95. STUDENTS' COUNCIL**

- 95.1 The Students' Council is constituted of student representatives and the Directors.
- 95.2 While the student representatives are elected, the Directors are appointed as ex-officio members by the Principal.
- 95.3 Various student activities of the College are organized and coordinated by the Directors of the Students' Council with the collaboration of the Students' Council. The Students' Council ensures that every section of the student body takes part in the life and activities of the College.
- 95.4 Election of the Executive Members of the Students' Council is held at the beginning of the academic year according to the Constitution of the Students' Council of the College and all the students are expected to render full cooperation to the Students' Council and all its activities.
- 95.5 The Executive Members of the Students' Council should endeavour to prove themselves worthy of their task in every aspect. They should never forget that, in a great measure, the good quality and high ethical spirit of the student body depends on their leadership.
- 95.6 They should, therefore, be an example of loyalty and devotion in service to their fellow students. They should work closely with the College authorities and promote

principles and values which fortify and strengthen the development and progress of the College.

## **96. CLASS REPRESENTATIVES**

- 96.1 The Class Representatives are responsible to maintain order and discipline of the class. They are to exercise their duties without fear and with fortitude. The Class Representatives must not hesitate to oblige discipline in the class.
- 96.2 The Class Representatives have the assurance and support of the College Authority in matters of discipline, progress, and growth of the students.
- 96.4 In the absence of the teacher, the Class Representatives take the responsibility to maintain discipline and class room decorum.
- 96.5 The whole class (students-classmates) must cooperate, respect and follow the leadership of the Class Representatives.

## **97. CLASS SUPERVISORS**

- 97.1 Every class has a Class Supervisor appointed by the Principal and he/she is responsible for the overall supervision of the Class and acts as advisor and counselor to the class and individual student.
- 97.2 The Class Supervisor is expected to motivate, inspire and lead the class entrusted to his/her care so that he/she is a role model. It is expected of the Class Supervisor to give an overall assessment of his/her class to the Principal/Vice Principal.
- 97.3 The Class Supervisor is expected to maintain cordial rapport with the Principal/Vice Principal and make known to the Principal/Vice Principal, the ambiance of the class. He/she is the prime motivator to motivate hard working students to excel and encourage weak students to improve.
- 97.4 The Class Supervisor must be vigilant to check and

supervise the regularity, punctuality, uniform, and conduct of the students. He/she has the responsibility to make known to the Principal/Vice Principal students who consistently fail to observe the rules of the College.

## **98. MENTORS**

All the students are divided into groups and a group is entrusted to a teacher, preferably from the same Department. The teacher acts as a mentor and guides the students. Students are encouraged to meet one's respective mentor at least twice in a semester.

## **99. GUIDANCE AND COUNSELLING**

The aim of St. Joseph's College is not only to prepare students for examinations but also for the responsibilities of life. The College has full time Counselors who are available to students during class hours throughout the year. Students are encouraged to meet the Counselors and share their life experiences with them.

## **100. CAREER GUIDANCE**

The College organizes career guidance, seminars and workshops through the year. Resource persons coming from different Colleges, Universities, Business Companies, and Government and Private Organizations give intellectual and practical inputs to the benefit of the students.

## **101. ORIENTATION, SEMINAR AND LEADERSHIP PROGRAMMES**

The Management Board takes the initiative to organize Orientation programs, Leadership trainings, and Seminars to help the staff, various leaders and office bearers holding posts in different capacities in the College. New comers to the College are given an orientation programme at the beginning of the year.

## **102. ASSOCIATIONS AND CLUBS**

- 102.1 The College encourages the formation of various associations

and clubs. The Associations and Clubs recognized by the College are the Students' Council, the Associations of the Departments: Commerce, English, History, Political Science, Economics, Sociology, Education, BBA, Science departments, NSS, NCC, Youth Red Cross, Youth Net, Young Indians, Jesus Youth, Women's Forum, Red Ribbon Club, College Choir, Students' Ambassador, Model United Nation, Innovators Club, Community Outreach, Philanthropic Group, Drama Club, Dance Club, Sports and Games, Career Guidance and Placement Cell, Football Club, Basketball Club, Volleyball Club, Cricket Club, Badminton Club, and Alumni, Fit India Youth Club, Table Tennis Club.

- 102.2 The Departmental Associations are supervised by the Heads of Departments or their nominees. Other Associations and Clubs are supervised by appointed Staff members. They conduct various programmes through the year.

### **103. PUBLICATIONS OF DEPARTMENTS/ASSOCIATIONS**

Associations or Clubs with publications such as Newsletters, Department Magazines, Annual Magazine, etc. should see that they are of a certain quality and the content and language should be checked by the Head of the Department, or the person responsible for the Group, before publishing. If the publication does not maintain a certain standard, the Principal may direct the Department to stop publishing it or withdraw its circulation.

### **104. INCOME AND EXPENDITURE**

- 104.1 Complete transparency with regard to income and expenditure should be maintained by all Associations. For all collection of fines, however small they may be, a receipt should be issued to the student.
- 104.2 By 30th April every year, the treasurer of each Association should submit a statement of income and expenditure of the Association and Club to the Financial Administrator of the College.
- 104.3 Donations made to Associations or Groups should be made

payable to the Principal.

- 104.4 Every Department, Association and Club must by 15th March every year submit a written annual report of all its activities to the IQAC.

### **105. COLLEGE MAGAZINE**

- 105.1 The College Magazine is published each academic year. The editorial board consists of students and staff directors appointed by the Principal. Each Department of the College, Association and Club is required to give a report of its respective activities to the College Magazine Committee and contribute at least two scholarly articles, one by a staff and the other by a student to the College Magazine Committee.
- 105.2 The College Magazine Committee should work in such a manner so as to make the printed copies available by 30th of April so that they can be distributed before the last working day of the year and dispatched to other places in time.

### **106. SPORTS AND GAMES**

- 106.1 The College maintains recommendable achievements in sports and games round the year. It constantly upgrades facilities and has set up more facilities for indoor and outdoor games. Students are expected to render full cooperation when they are called upon to participate in sports and games for the College. Practice sessions for such students are organized by the College as and when they are necessary. Practices to participate in sports and games are organized only after the College class hours.
- 106.2 If a student of the College is a member of a Sports Club or team, he/she cannot be a member of the College Club or team in a tournament or take part in the competition in which the Official College team takes part. He/she may not play against the official College Team. The College team(s) will participate only in tournaments conducted by



the University or Inter-College competitions conducted by officially recognized organizations.

### **107. SPIRITUAL MINISTRY**

The Holy Eucharist is organized at the College Chapel for Catholic students on every first Friday of the month. Opportunities are provided for them to make annual retreat during the course of the academic year. All Catholic students are to participate in the Holy Eucharist and attend the annual retreat without fail.

### **108. STUDENT FEED-BACK ON COURSE/TEACHERS**

Courses/teachers are evaluated with the help of a questionnaire or other methods and the result is communicated to the teacher. Teachers are evaluated before they are given regularization appointment. Final year degree students or a respective class may be asked to give a feed-back on the teaching staff and the College before they leave the College.

### **109. GRIEVANCE REDRESSAL**

All grievances of the students should be addressed to the Principal. The Grievance Redressal Committee will study the matter and the decision will be communicated to the person(s) concerned in due time. Students are always welcome to address their grievances, personally, through their class representatives or through the Students' Council. A Complaint / Suggestion Box is also available in the College.

### **110. HOSTELS**

The College has five hostels, two for men and three for women. For all matters concerning hostels, the students are informed to contact the hostel Director/ Wardens.

### **111. OTHER FACILITIES**

To facilitate some of the essential needs of the staff and students,

the College has a Bookstall and stationery shop, Dispensary, three Cafeterias, three Conference Hall, Common room, Language Lab, and Prayer room.

### **112. OTHER PROGRAMMES OF THE YEAR**

**112.1 REOPENING DAY:** The College reopens soon after holidays. The day begins with a prayer service in the College invoking God's blessing upon the New Year.

**112.2 FRESHERS' DAY:** Freshers' Day is celebrated to welcome the new students to the College with a Cultural Programme.

**112.3 COLLEGE WEEK:** The College Week which is normally held in November offers programmes of sports & games, and cultural activities.

**112.4 GRADUATION DAY:** The graduates of the year are specially honoured on this day with a cultural programme.

**112.5 EUREKA FEST:** The Eureka Fest is specially organised by the Department of Science and it provides a realistic platform which ignites the young mind and encourages them to showcase the achievements of science by organising various events related to science. It is a Fest which attracts and covers inter collegiate participation.

**112.6 CONVERGENCE FEST:** The Convergence Fest is organised by the Department of Business Administration (BBA), in which different events such as Business Plan, Quiz, Amazing Race, Mr. and Miss Convergence, Sales Pitch, Block and Tackle, Convergence Idol, and Dance Pulse are structured to contain a healthy inter collegiate competition among the College students in Nagaland. The aim of the Fest is to bridge the gap between the practical and theoretical knowledge. It is a platform where students explore their talents, refine abilities, team work and skills and personality development.

**112.7 SPRING FEST:** A very unique and special annual feature of the College is the celebration of Spring Fest which takes place in the season of spring which highlights the rich

traditional and cultural heritage of Nagaland. The Fest is normally organised by the designated staff directors and the Students' Council of the College. It is a Fest which relives and regenerates the rich tradition and culture of the various tribes, particularly in Nagaland. It helps the students to retrieve the aroma and exotic heritage of culture.

**112.8 PRIZE DISTRIBUTION DAY:** Students who have achieved distinctions in various fields are honoured with certificates or mementos on this day.

**112.9 FAREWELL PROGRAMME:** The respective Department organizes farewell programme as per the direction of the Management Board

### **113. COLLEGE ALUMNI**

Every graduate and post-graduate of the College is encouraged to become a member of the College Alumni Association. The objectives of the Alumni Association are:

- 113.1 To foster fellowship among the Alumni.
- 113.2 To have continued contact with their Alma Mater.
- 113.3 To facilitate creative involvement in the progress and activities of the College.
- 113.4 The Alumni Association helps in the arrangement of Career Guidance Programme in the College.

### **114. REMOVAL OF DIFFICULTIES**

Notwithstanding anything contained in the above regulations, the Principal may take such measures as may be necessary for removal of difficulties and his/her decision shall be final.

## **IMPORTANT INFORMATION FOR PARENTS / GUARDIANS**

**Parents and Guardians are requested to cooperate with College authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/wards. They are requested not to approach College authorities on behalf of students who have been detained for lack of attendance. No negotiation whatsoever will be entertained with regard to such requests. They are advised to check in person with the College authorities regarding attendance of their children/wards. Parents of the irregular students will be called to the College and warned. Those who lack the required percentage of attendance by Mid-term Exam, will be asked to discontinue.**

CALENDAR  
IMPORTANT DATES FOR THE  
ACADEMIC YEAR 2022-23

College Re-opens after Summer Vacation	: 12 <sup>th</sup> Jul. 2022
Eureka Fest	: 5 <sup>th</sup> and 6 <sup>th</sup> Aug. 2022
Graduation Day/ Convocation	: 20 <sup>th</sup> Aug. 2022
Annual Retreat	: 16 <sup>th</sup> & 17 <sup>th</sup> Sep. 2022
Convergence Fest	: 30 <sup>th</sup> Sep. - 1 <sup>st</sup> Oct. 2022
Annual Sports	: 31 <sup>st</sup> Oct. - 5 <sup>th</sup> Nov. 2022
College Re-opens after Winter Vacation	: 18 <sup>th</sup> Jan. 2023
Spring Fest	: 10 <sup>th</sup> & 11 <sup>th</sup> Mar. 2023
Easter Holidays	: 6 <sup>th</sup> - 10 <sup>th</sup> Apr. 2023

## JUNE 2022

Sun	
Mon	
Tue	
1 Wed	
2 Thu	
3 Fri	
4 Sat	

The third-rate mind is only happy when it is thinking with the majority. The second-rate mind is only happy when it is thinking with minority. The first-rate mind is only happy when it is thinking - **A.A.Milne**

## JUNE 2022

5 Sun	World Environment Day (i/c Evs Faculty Members)
6 Mon	
7 Tue	
8 Wed	
9 Thu	
10 Fri	
11 Sat	

When hungry, eat your rice; when tired, close your eyes. Fools may laugh at me, but wise men will know what I mean - **Lin-Chi**

## JUNE 2022

12 Sun	
13 Mon	
14 Tue	
15 Wed	
16 Thu	
17 Fri	
18 Sat	
If the lessons of history teach us anything it is that nobody learns the lessons that history teaches us. - <b>Anon</b>	

## JUNE 2022

19 Sun	
20 Mon	
21 Tue	International Day of Yoga ( i/c Fitness Club)
22 Wed	
23 Thu	
24 Fri	
25 Sat	
You must be the change you wish to see in the world - <b>Gandhi</b>	

## JUNE - JULY 2022

26 Sun	
27 Mon	
28 Tue	
29 Wed	
30 Thu	
1 Fri	
2 Sat	
Courage is not the absence of fear, but rather the judgement that something else is more important than fear. - <b>Ambrose Redmoon</b>	

## JULY 2022

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	Declaration of UG result for 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester and PG the 2 <sup>nd</sup> Semester
8 Fri	
9 Sat	
Even if you're on the right track, you'll get run over if you just sit there. - <b>Will Rogers</b>	

JULY 2022	
10 Sun	
11 Mon	- Staff Meeting (UG & PG) - Payment of Admission fee & 1 <sup>st</sup> Instalment fees (11 <sup>th</sup> -30 <sup>th</sup> July 2022)
12 Tue	Re-opening of class for 3 <sup>rd</sup> & 5 <sup>th</sup> Semester (UG) and 3 <sup>rd</sup> Semester (PG)
13 Wed	
14 Thu	
15 Fri	
16 Sat	
<p>You miss 100 percent of the shots you never take - <b>Wayne Gretzky</b></p>	

JULY 2022	
17 Sun	
18 Mon	
19 Tue	
20 Wed	Departmental Election (1st and 2nd Periods)
21 Thu	
22 Fri	
23 Sat	Staff Meeting
<p>The richest man is not he who has the most, but he who needs the least</p>	

## JULY - AUGUST 2022

24 Sun	
25 Mon	
26 Tue	
27 Wed	Declaration of PG result for the 4 <sup>th</sup> Semester
28 Thu	Students' Council Election
29 Fri	
30 Sat	Fresher's Day
Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away. - <b>Antoine de Saint-Ezupery</b>	

## AUGUST 2022

31 Sun	
1 Mon	Induction Cum Orientation Programme
2 Tue	Induction Cum Orientation Programme
3 Wed	Induction Cum Orientation Programme
4 Thu	Induction Cum Orientation Programme
5 Fri	- Eureka Fest (5 <sup>th</sup> & 6 <sup>th</sup> August 2022) - 1st Friday Mass
6 Sat	Departmental activities for Economics
We are what we repeatedly do; excellence, then, is not an act but a habit. - <b>Aristotle</b>	



AUGUST 2022	
7 Sun	
8 Mon	
9 Tue	
10 Wed	
11 Thu	
12 Fri	- International Youth Day (i/c Department of BBA) - Staff Meeting (1:40 pm)
13 Sat	Departmental activities for Political Science & Commerce
The real voyage of discovery consist not in seeking new lands but seeing with new eyes. - <b>Marcel Proust</b>	

AUGUST 2022	
14 Sun	
15 Mon	Independence Day (Holiday), (i/c NCC)
16 Tue	- Exam form fill up for backlog students (UG & PG) (16 <sup>th</sup> August to 20 <sup>th</sup> August 2022 ) - Class Test (UG & PG) (16 <sup>th</sup> August to 20 <sup>th</sup> August 2022)
17 Wed	
18 Thu	
19 Fri	
20 Sat	Graduation Day/Convocation Day (UG & PG)
What we think, or what we know, or what we believe is, in the end, of little consequence. The only consequence is what we do. - <b>John Ruskin</b>	

## AUGUST - SEPTEMBER 2022

21 Sun	
22 Mon	
23 Tue	
24 Wed	
25 Thu	HODs Meeting (1:40 pm)
26 Fri	
27 Sat	Departmental activities for History, Education & Maths
<p>To the man who only has a hammer, everything he encounters begins to look like a nail. - <b>Abraham Maslow</b></p>	

## AUGUST - SEPTEMBER 2022

28 Sun	
29 Mon	National Sports Day (i/c Physical Education Instructor)
30 Tue	
31 Wed	
1 Thu	
2 Fri	1st Friday Mass
3 Sat	Departmental activities for Sociology & Botany
<p>Better to write for yourself and have a public, than to write for the public and have no self. - <b>Cyril Connolly</b></p>	

## SEPTEMBER 2022

4 Sun	
5 Mon	
6 Tue	
7 Wed	
8 Thu	International Literacy Day (i/c Department of English)
9 Fri	Staff Meeting (1:40 pm)
10 Sat	Departmental activities for English, Commerce & Physics
Always forgive your enemies; nothing annoys them so much. - <b>Oscar Wilde</b>	

## SEPTEMBER 2022

11 Sun	
12 Mon	
13 Tue	
14 Wed	Hindi Diwas (i/c NCC)
15 Thu	
16 Fri	Retreat (16th & 17th Sept.)
17 Sat	
Sometimes I worry about being a success in a mediocre world. - <b>Lily Tomlin</b>	

## SEPTEMBER 2022

18 Sun	
19 Mon	Internal Exam for UG & PG (19 <sup>th</sup> September to 23 <sup>rd</sup> September 2022 )
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	
Work like you didn't need money, love like you've never been hurt and dance like no one's watching	

## SEPTEMBER - OCTOBER 2022

25 Sun	
26 Mon	
27 Tue	World Tourism Day(i/c Department of History)
28 Wed	HODs Meeting (1:40 pm)
29 Thu	
30 Fri	Convergence Fest (30th Sept. - 1st Oct.)
1 Sat	Departmental activities for History, BBA & Chemistry
It is the mark of an educated mind to be able to entertain a thought without accepting it. - <b>Aristotle</b>	

## OCTOBER 2022

2 Sun	Gandhi Jayanti (Holiday)
3 Mon	World Habitat Day (i/c Department of Zoology)
4 Tue	Durga Puja (Holiday) , (4th Oct. - 5th Oct.)
5 Wed	
6 Thu	Last date for submission of all the Internal Assessment marks to the Exam Section (Test, Assignments, Presentations, Viva etc.)
7 Fri	1st Friday Mass
8 Sat	Departmental activities for Political Science & Economics
<p>People often say that motivation doesn't last. Well, neither does bathing -that's why we recommend it daily. - <b>Zig Ziglar</b></p>	

## OCTOBER 2022

9 Sun	
10 Mon	Fee payment (UG) (10 <sup>th</sup> -28 <sup>th</sup> October 2022:)
11 Tue	
12 Wed	
13 Thu	
14 Fri	Staff Meeting (1:40 pm)
15 Sat	- Activities for the department of English & Education
<p>"A friend is someone who knows all about you and still love you." - <b>Elbert Hubbard</b></p>	

## OCTOBER 2022

16 Sun	World Food Day (i/c Department of Commerce)
17 Mon	- Exam form fill up for End Semester Examination (UG) (17 <sup>th</sup> , 18 <sup>th</sup> & 19 <sup>th</sup> October 2022) - International Day for the Eradication of Poverty (i/c Philanthropic Club)
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	Departmental activities for Sociology & Zoology
<p>“You only live once, but if you do it right, once is enough.” - Mae West</p>	

## OCTOBER 2022

23 Sun	
24 Mon	- Diwali - Practical Exam for B.Sc (24 <sup>th</sup> -29 <sup>th</sup> October 2022)
25 Tue	
26 Wed	
27 Thu	
28 Fri	
29 Sat	Departmental activities for BBA
<p>“To live is the rarest thing in the world. Most people exist, that is all.” - Oscar Wilde</p>	

## NOVEMBER 2022

30 Sun	
31 Mon	Sports Week (31 <sup>st</sup> October to 5 <sup>th</sup> November 2022)
1 Tue	
2 Wed	All Souls Day (Holiday)
3 Thu	
4 Fri	
5 Sat	
<p>A wise man gets more use from his enemies than a fool from his friend - <b>Baltasar Gracian</b></p>	

## NOVEMBER 2022

6 Sun	
7 Mon	<ul style="list-style-type: none"> <li>- Submission of all the PG Internal Assessment marks to the Exam section</li> <li>- HODs Meeting</li> </ul>
8 Tue	Guru Nanak Birthday
9 Wed	
10 Thu	
11 Fri	National Educational Day (i/c Department of Education)
12 Sat	Staff Meeting
<p>Never be afraid to laugh at yourself, after all, you could be missing out on the joke of the century. - <b>Dame Edna Everage</b></p>	

## NOVEMBER 2022

13 Sun	
14 Mon	Issue of Admit Card (UG) (14 <sup>th</sup> , 15 <sup>th</sup> & 16 <sup>th</sup> November 2022)
15 Tue	
16 Wed	
17 Thu	Prize Distribution Day
18 Fri	
19 Sat	
<p>The cure for boredom is curiosity. There is no cure for curiosity - Ellen Parr</p>	

## NOVEMBER 2022

20 Sun	
21 Mon	End Semester Examination for UG (21 <sup>st</sup> November to 7 <sup>th</sup> December 2022)
22 Tue	Fee payment (PG) (12:10-3:00pm)
23 Wed	
24 Thu	
25 Fri	
26 Sat	
<p>When a person can no longer laugh at himself, it is time for other to laugh at him - <b>Thomas Szasz</b></p>	



## NOVEMBER - DECEMBER 2022

27 Sun	
28 Mon	
29 Tue	
30 Wed	Issue of Admit Cards for MA End Semester Examination
1 Thu	National AIDS Day (i/c Red Ribbon Club)
2 Fri	
3 Sat	
<p>“Be who you are and say what you feel, because those who mind don’t matter, and those who matter don’t mind.”- Bernard M. Baruch</p>	

## DECEMBER 2022

4 Sun	
5 Mon	
6 Tue	End Semester Examination for MA (6 <sup>th</sup> to 20 <sup>th</sup> December 2022)
7 Wed	
8 Thu	
9 Fri	
10 Sat	
<p>“You know you’ve in love when you can’t fall asleep because reality is finally better than your dreams.” - <b>Dr. Seuss</b></p>	

## DECEMBER 2022

11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	
"Be yourself; everyone else is already taken." - <b>Oscar Wilde</b>	

## DECEMBER 2022

18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	
When anger count four; when very angry swear. - <b>Mark Twain</b>	

## DECEMBER 2022-JANUARY 2023

25 Sun	Christmas
26 Mon	
27 Tue	
28 Wed	
29 Thu	
30 Fri	
31 Sat	
Education makes people easy to lead, but difficult to drive; easy to govern but impossible to enslave - <b>Lord Brougham</b>	

## JANUARY 2023

1 Sun	New Year
2 Mon	
3 Tue	
4 Wed	
5 Thu	
6 Fri	
7 Sat	
Hitch your wagon to a star. - <b>Emerson</b>	

## JANUARY 2023

8 Sun	
9 Mon	
10 Tue	
11 Wed	
12 Thu	<ul style="list-style-type: none"> <li>- Declaration of result for 1<sup>st</sup>, 3<sup>rd</sup> &amp; 5<sup>th</sup> Semester (UG) &amp; 1<sup>st</sup> &amp; 3<sup>rd</sup> Semester (PG)</li> <li>- National Youth Day (i/c Young Indian)</li> </ul>
13 Fri	
14 Sat	
<p>When I was a boy I was told that anybody could become President. Now I'm beginning to believe it. - <b>Clarence Darrow</b></p>	

## JANUARY 2023

15 Sun	
16 Mon	
17 Tue	Staff Meeting (UG & PG)
18 Wed	Re-opening of classes for UG & PG
19 Thu	
20 Fri	
21 Sat	
<p>Personality is to a man what perfume is to a flower. - <b>Charles M Schwab</b></p>	

## JANUARY- FEBRUARY 2023

22 Sun	
23 Mon	
24 Tue	National Girl Child Day (i/c Women's Forum)
25 Wed	
26 Thu	Republic Day (Holiday)
27 Fri	
28 Sat	
He who loves not his country, can love nothing. - <b>Bryon</b>	

## FEBRUARY 2023

29 Sun	
30 Mon	
31 Tue	
1 Wed	
2 Thu	
3 Fri	1st Friday Mass
4 Sat	
The person who reads too much and uses his brain too little will fall in lazy habits of thinking. - <b>Albert Einstein</b>	

## FEBRUARY 2023

5 Sun	
6 Mon	
7 Tue	
8 Wed	
9 Thu	
10 Fri	
11 Sat	<ul style="list-style-type: none"> <li>- Departmental activities for Sociology, Education and Mathematics</li> <li>- International Day of Women and Girls in Science (i/c Deptment of Physics)</li> </ul>
<p>“Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that.”-<b>Martin Luther King Jr.</b></p>	

## FEBRUARY 2023

12 Sun	
13 Mon	
14 Tue	
15 Wed	
16 Thu	
17 Fri	HODs Meeting (1:40 pm)
18 Sat	Departmental activities for Political Science, Commerce and Chemistry
<p>It is better to wear out than to rust our. - <b>Richard Cumberland</b></p>	

## FEBRUARY 2023

19 Sun	
20 Mon	
21 Tue	- Class Test (21 <sup>st</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> & 25 <sup>th</sup> February)
22 Wed	Ash Wednesday (Holiday)
23 Thu	Exam form fill up for students having backlog paper(s) in 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester (UG) (23 <sup>rd</sup> - 3 <sup>rd</sup> March)
24 Fri	
25 Sat	Departmental activities for English, BBA and Physics
<p>“Live as if you were to die tomorrow. Learn as if you were to live forever”. <b>Mahatma Gandhi</b></p>	

## MARCH 2023

26 Sun	
27 Mon	
28 Tue	National Science Day (i/c Department of Science)
1 Wed	
2 Thu	
3 Fri	1st Friday Mass
4 Sat	<ul style="list-style-type: none"> <li>- Staff Meeting (UG &amp; PG)</li> <li>- National Safety Day (i/c NSS)</li> </ul>
<p>Imagination was given to man to compensate him for what he is not, and a sense of humor was provided to console him for what he is - <b>Oscar Wilde</b></p>	

## MARCH 2023

5 Sun	
6 Mon	
7 Tue	
8 Wed	- Holi - International Women's Day <i>i/c Women's Forum</i>
9 Thu	No Smoking Day <i>i/c Student Council</i>
10 Fri	Spring Fest (10 <sup>th</sup> & 11 <sup>th</sup> )
11 Sat	
Fame is the perfume of heroic deeds - <b>Socrates</b>	

## MARCH 2023

12 Sun	
13 Mon	
14 Tue	Exam form fill up for students having backlog paper(s) in 1 <sup>st</sup> & 3 <sup>rd</sup> Semester (PG) (14 <sup>th</sup> -21 <sup>st</sup> March)
15 Wed	World Consumer Day ( <i>i/c Department of Commerce</i> )
16 Thu	
17 Fri	
18 Sat	Departmental activities for Education & History
I am patient with stupidity but not with those who are proud of it - <b>Edith Sitwell</b>	



## MARCH 2023

19 Sun	Feast of St. Joseph, Patron Saint of the College
20 Mon	
21 Tue	- World Poetry Day <i>i/c Department of English</i> - Departmental activities for Botany
22 Wed	
23 Thu	
24 Fri	HODs Meeting (1:40 pm)
25 Sat	Staff Meeting (UG & PG)

Some people like my advice so much that they frame it upon the wall instead of using it. - **Gordon R. Dickson**

## MARCH -APRIL 2023

26 Sun	
27 Mon	World Theatre Day ( <i>i/c Drama Club</i> )
28 Tue	
29 Wed	
30 Thu	Internal Examination for UG & PG 30 <sup>th</sup> , 31 <sup>st</sup> March, 3 <sup>rd</sup> 4 <sup>th</sup> & 5 <sup>th</sup> April 2023
31 Fri	
1 Sat	

An expert is one who knows more about less and less.  
- **Nicholas M. Butler**

## APRIL 2023

2 Sun	
3 Mon	
4 Tue	
5 Wed	
6 Thu	Maundy Thursday (Holiday)
7 Fri	Good Friday (Holiday)
8 Sat	Holy Saturday (Holiday)
An investment in knowledge pays the best interest. <b>Benjamin Franklin</b>	

## APRIL 2023

9 Sun	Easter Sunday
10 Mon	Easter Monday (Holiday)
11 Tue	
12 Wed	
13 Thu	
14 Fri	Last date for submission of all the internal marks to the exam section (UG)
15 Sat	Staff Meeting (PG & UG)
Education is the key to unlock the golden door of freedom. <b>George Washington Carver</b>	

## APRIL 2023

16 Sun	
17 Mon	Exam form fill up for UG (17 <sup>th</sup> ,18 <sup>th</sup> & 19 <sup>th</sup> April)
18 Tue	- World Heritage Day ( <i>i/c Department of Sociology</i> ) - Departmental activities for History and Commerce
19 Wed	Payment of fee UG (19 <sup>th</sup> April-30 <sup>th</sup> April )
20 Thu	
21 Fri	HODs Meeting (1:40 pm)
22 Sat	Id-ul-Fitr (Holiday)
<p>“The highest result of education is tolerance.” <b>Helen Keller</b></p>	

## APRIL - MAY 2023

23 Sun	
24 Mon	National Panchayati Day (i/c Dept. of Political Science)
25 Tue	
26 Wed	
27 Thu	
28 Fri	
29 Sat	Departmental activities for Political Science & Economics
<p>We must ensure our system of higher education offers world-class quality for a world-class economy. <b>Bob Taft</b></p>	

MAY 2023	
30 Sun	
1 Mon	Practical Exam for B.Sc. (1 <sup>st</sup> -6 <sup>th</sup> May)
2 Tue	Last date for submission of all the internal marks to the exam section (PG)
3 Wed	
4 Thu	Exam form fill up for PG End Semester Examination
5 Fri	
6 Sat	Departmental activities for Sociology and Zoology
Education is the most powerful weapon which you can use to change the world. <b>Nelson Mandela</b>	

MAY 2023	
7 Sun	
8 Mon	- Issue of Admit Card for UG (8 <sup>th</sup> , 9 <sup>th</sup> & 10 <sup>th</sup> May) - World Red Cross Day ( <i>i/c Youth Red Cross</i> )
9 Tue	
10 Wed	
11 Thu	- Prize Distribution
12 Fri	Staff Meeting
13 Sat	
The only person who is educated is the one who has learned how to learn and change. <b>Carl Rogers</b>	

MAY 2023	
14 Sun	
15 Mon	
16 Tue	
17 Wed	17 <sup>th</sup> May-6 <sup>th</sup> June: End Semester Examination for UG
18 Thu	
19 Fri	
20 Sat	

MAY 2023	
21 Sun	
22 Mon	
23 Tue	
24 Wed	
25 Thu	Fee payment for PG Students (12:10-3:00pm) 25 <sup>th</sup> -28 <sup>th</sup> May:
26 Fri	
27 Sat	

## MAY - JUNE 2023

28 Sun	
29 Mon	
30 Tue	
31 Wed	Anti-Tobacco (i/c Students' Council)
1 Thu	Issue of Admit Card for PG
2 Fri	
3 Sat	

## JUNE 2023

4 Sun	
5 Mon	
6 Tue	Staff Meeting (UG & PG)
7 Wed	End Semester Examination for PG (7 <sup>th</sup> -22 <sup>nd</sup> June)
8 Thu	
9 Fri	
10 Sat	

## JUNE 2023

11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	

## JUNE 2023

18 Sun	
19 Mon	
20 Tue	
21 Wed	- International Day of Yoga (i/c Fitness Club)
22 Thu	
23 Fri	
24 Sat	

## JUNE - JULY 2023

25 Sun	
26 Mon	
27 Tue	
28 Wed	Declaration for Results for UG
29 Thu	
30 Fri	
1 Sat	

## JULY 2023

2 Sun	
3 Mon	
4 Tue	
5 Wed	
6 Thu	
7 Fri	
8 Sat	



# Leave Record

Date	Reasons	Signature of the Authority

# IMPORTANT TELEPHONE NOS

Name	Number

## TIME - TABLE

Roll No. ....

Class.....

Days	9:00- 10:00	10:00- 11:00	11:00- 11:10	11:10- 12:10	12:10- 12:40	12:40- 1:40	1:40- 2:40
MON	1	2	B R E A K		3	4	5
TUE			B R E A K				
WED			B R E A K				
THU			B R E A K				
FRI			B R E A K				

## TIME - TABLE

Roll No. ....

Class.....

Days	9:00- 10:00	10:00- 11:00	11:00- 11:10	11:10- 12:10	12:10- 12:40	12:40- 1:40	1:40- 2:40
MON	1	2	B R E A K		3	4	5
TUE			B R E A K				
WED			B R E A K				
THU			B R E A K				
FRI			B R E A K				

ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA, NAGALAND



★ SERVICE RULES ★

Website: <http://stjosephjakhama.ac.in>  
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Ref. No. SJC/SERVICE-RULES/1/2021

Dated: 04/12/2021

**SERVICE RULES  
(First Amendment)**

**APPROVED AND PUBLISHED**

**BY**

**AUTHORITY**

**Jakhama - Kohima - Nagaland**

**(the 4th December, 2021)**

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## **INTRODUCTION**

St. Joseph's College, Jakhama is an Autonomous College Affiliated to Nagaland University. The Governing Body of the College is the apex authority in administrative and managerial matters. The functions of the Governing Body of the College are listed in the Memorandum of Association of the College. Since the College was established, owned and managed by the Diocese of Kohima, it comes under the purview of the Church law and educational policies of the diocese. The guidelines given below are made to identify and delineate the roles and functions of different officials of the College. The Bishop is the president of the Governing Body of the College. He appoints the Principal, the Vice Principals, the Administrator, the Director of men's Hostels and other administrative staff of the College in consultation with the Management Board. He is the final authority on all matters pertaining to the administration and management of the College.

### **1. SHORT TITLE AND COMMENCEMENT**

- 1.1 These rules shall be called St. Joseph's College (Autonomous) Service Rules.
- 1.2 These rules shall come into force with effect from the date of approval by the Governing Body of the College duly signed by the President and Principal of the College.
- 1.3 These rules shall be subject to changes as per notifications, circulars and regulations issued by the Principal in consultation with the Governing Body and adopted by the College from time to time.
- 1.4 The Management Board is mandated to coordinate the standards of higher education in the College, the guidelines and rules enshrined in this Service Rules are subject to ratification by the Governing Body.

## 2. DEFINITIONS

In this Service Rules unless the context otherwise requires:

- 2.1 “College” means St. Joseph's College (Autonomous), Jakhama
- 2.2 “Registered Society” means St. Joseph's College Society.
- 2.3 “Chairman” means the Bishop of Kohima
- 2.4 “Head of College” means the Principal, who is the academic and administrative head of the College appointed by the Bishop of Kohima.
- 2.5 “Principal” means the Secretary of Governing Body
- 2.6 “Governing Body” means the Apex Body of the College. The apex body of the College is duly constituted by the Registered Society as per its Memorandum of Association and its Rules and Regulations. The Governing Body of the College is vested with full and final authority over the College.
- 2.7 “Management Board” means the power vested authority established by the Governing Body and is charged with executive power to manage, supervise, and organize the day-to-day administration and affairs of the college.
- 2.8 “Diocese of Kohima” means the geographical jurisdiction under the pastoral care of the Bishop for the Catholic Church in Nagaland.
- 2.9 “Staff” means a member or members of the teaching or non-teaching personnel(s) of the College/Institution appointed by the Management Board on behalf of the Governing Body
- 2.10 “Salary” means a fixed or non fixed monetary payment paid by the College to an employee.
- 2.11 “Guidelines/Regulations” means University Grant Commission Guidelines/Regulations
- 2.12 “Service Rules” means the rules and norms of the College
- 2.13 “Promotion Assessment” means the procedures for the assessment of Ph.D Degree holders
- 2.14 “Assessment” means the procedures for the assessment of non Ph.D Degree candidates
- 2.15 “Promotion Assessment Committee” means the Committee members appointed by the Governing Body to scrutinized the API/CAS of the teachers for promotion

- 2.16 “He/she” shall mean male/female
- 2.17 “Appointment” means an appointment made against a substantive post in accordance with the provisions of these rules.
- 2.18 “Regular Appointment” means an appointment made on regular basis after a period of probation.
- 2.19 “Probationary Appointment” means an appointment made for a period two years (twenty four months)
- 2.20 “Contractual Appointment” means an appointment made for a period of six months (one semester)
- 2.21 “Temporary Appointment” means an appointment made for a short period of time such as substitution of teacher or office staff.
- 2.22 “Part-time Appointment” means an appointment made to do certain urgent and required works in the College.
- 2.23 “Casual Appointment” means an appointment to do work intermittently
- 2.24 “Regulation” means the Regulations made by the authority of the College under this Act for the time being in force
- 2.25 “Service” means the College Service
- 2.26 “Academic Year” means the Calendar Year
- 2.27 “Semester” means 6 months of academic courses
- 2.28 “HOD” means Head of the Department
- 2.29 “Coordinator” refers to the teacher who takes the responsibility of the department for Post Graduate or Under Graduate Academic Block
- 2.30 “Teacher-in-Charge” refers to the teacher who takes the responsibility of the department until he/she qualifies to become HoD or Coordinator
- 2.31 “UGC” means University Grant Commission
- 2.32 “B.A/M.A” means Bachelor of Arts/Master of Arts
- 2.33 “B.Sc/M.Sc” means Bachelor of Science/Master of Science
- 2.34 “B B A / M B A ” means Bachelor of Business Administration/Master of Business Administration
- 2.35 “B.Com/M.Com” means Bachelor of Commerce/Master of Commerce
- 2.36 “IQAC” means Internal Quality Assurance Cell



- 2.37 “API” means Academic Performance Indicator
- 2.38 “SET” means State Eligibility Test
- 2.39 “SLET” means State Level Eligibility Test
- 2.40 “NET” means National Eligibility Test
- 2.41 “M.Phil” means Master of Philosophy
- 2.42 “Ph.D” means Doctor of Philosophy
- 2.43 “University” means Nagaland University or any other University recognized by the UGC
- 2.44 “Higher Education” means the undergraduate and above levels of education, or a bench-mark level of education to be determined by the government from time to time.
- 2.45 “Degree of Recognized University” means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government
- 2.46 “Retrenchment” shall mean the action of reducing the content or quantity.
- 2.47 “Casual leave” means authorized absence from duty.
- 2.48 “Service Certificate” refers to No Objection Certificate or Experience Certificate

### **3. NATURE OF THE COLLEGE**

- 3.1 St. Joseph's College (Autonomous), Jakhama is a private, Christian (Catholic) Minority Institution, established and administered by the St. Joseph's College Society with address: St. Joseph's College, Jakhama, P.B. No. 39, Kohima-797001, Nagaland.
- 3.2 It is a Registered Society with a No. RS 848 of 1985 dated 14th May 1985, under the Registration of Societies Act 1860 as amended by the Registration of Societies (Nagaland first Amendment) Act 1969.
- 3.3 It is registered as St. Joseph's College Society.

### **4. OBJECTIVES**

The objectives for which the society is established (cf. a.b. Memorandum of Association of St. Joseph's Society) are:

- 4.1 To administer and run an institution of higher education under the name of St. Joseph's College at Jakhama under the auspices of the Catholic Diocese of Kohima.
- 4.2 To support and promote diffusion of knowledge and advancement of educational activities in all its branches including vocational, technical, professional, cultural, social and moral education for all persons irrespective of creed, race, caste, community or social status.
- 4.3 The primary aim of St. Joseph's College (Autonomous) is to provide Higher Education in a Christian atmosphere to eligible students, especially to those belonging to the Catholic Church, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes and OBCs.

### **5. GOVERNING BODY**

Governing Body (GB) shall mean the Governing Body of the society constituted as provided in the rules and regulations (cf. 1.b. Rules and Regulations of St. Joseph's College Society): The constitution/composition of the Governing Body shall be as per UGC guidelines for Autonomous Colleges (cf. 13.3, UGC-Notification/12th February 2018).

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or bylaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal
1 Member	Educationist or industrialist	Nominated by the Management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

#### 5.1 Governing Body Members from Management

1. The Bishop of Kohima is the Chairman of the Governing Body.
2. The Principal is the Secretary of the Governing Body.
3. The Vice Principals, Dean of Science, Post Graduate Coordinator and Administrator are members from Management.

#### 5.2 Ex-Officio Members of Governing Body

The Governing Body shall also include teachers of the college, educationist or industrialist, UGC nominee, University nominee, and state government nominee (preferably from Dept. of Higher Education).

#### 5.3 Other Ex-Officio Members of Governing Body

The Governing Body shall also include the President of CAN, President of Southern Angami Catholic Union (SACU), the Parish priest of Mary Help of Christians Parish, Jakhama, and other persons of public and academic prominence nominated by the Chairman of the Governing Body.

## 6. POWERS OF THE GOVERNING BODY

- 6.1 The Governing Body is the apex decision making and final appellate authority of the College.
- 6.2 For any of the objectives and purposes of the Society, the Governing Body has the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 6.3 The Governing Body is vested with power to suspend and dismiss any employee of the College for breach of terms and conditions laid down in the Service Rules.
- 6.4 The Governing Body is the final decision making body as and when situation arises.
- 6.5 The Governing Body is the apex body to accept, approve, reject, or deny the recommendations made by the Management Board and the Academic Council.
- 6.6 The Governing Body shall issue order and notification at the request and recommendation by the Management Board.
- 6.7 The Governing Body (GB) shall meet at least twice a year.

## 7. MANAGEMENT BOARD/COMMITTEE

- 7.1 The Management Board is the executive body established by the Governing Body and is authorised with power to exercise the managerial duties and responsibilities to manage the general and day-to-day administration of the College.
- 7.2 The Management Board consists of the Rector/Principal, Vice Principals, Administrator, Dean of Science (Priest or Religious), Post Graduate Coordinator (Priest or Religious), Director of St. Joseph Men's Hostel (Priest) and one religious superior from the hostels in the campus nominate by the Principal.
- 7.3 The Rector/Principal shall be the President of the Management Board.
- 7.4 The Rector/Principal may nominate any one of the Management Board members to be the Secretary.

- 7.5 For the smooth functioning of the College, the Management Board members shall work and exercise duties and responsibilities as per job description and uphold team spirit.
- 7.6 The Rector/Principal shall call for the Management Board meeting as and when needed (at least once a month).
- 7.7 The Management Board shall attend to urgent matters of a routine nature not foreseen by the Governing Body at its scheduled meetings.
- 7.8 The Management Board is the policy making body to decide rules and norms to manage the daily administration of the College subject to the approval of the Governing Body.
- 7.9 In consultation with the Governing Body, the Management Board shall exercise the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 7.10 The Management Board shall refer to the Governing Body when grave matters of the College call for dialogue and decision making.

## **8. CODE OF PROFESSIONAL ETHICS**

The Code of Professional Ethics shall be called the College Penal Code and shall extend to all the employees.

### **8.1 CRIMINAL PROCEEDINGS**

- 8.1.1 Every employee shall be liable to punishment under this code of Service Rules and for every act or omission contrary to the terms and norms laid down in the Service Rules if found to be guilty.
- 8.1.2 Criminal proceedings shall be initiated against all employees who write seditious and subversive posts on social and other media platforms.
- 8.1.3 The Management Board shall without any form of correction or warning issue letter of dismissal to employees from service, on grave disciplinary grounds, and breach of code of professional ethics.

- 8.1.4 Strict action shall be implemented against the College employee(s) whose writings challenge the coordination, integrity, sovereignty of the College, harm college interest, and hamper development activities of the College.
- 8.1.5 The Management Board shall initiate appropriate legal and disciplinary action against the delinquent College employee when the Board gets serious cognizance and report of misconduct and transgression.
- 8.1.6 Misconduct and transgression such as inciting and seditious movement(s) shall constitute serious offence(s) and be treated under the College Code of penal law and UGC Code of Professional Ethics. Gross misconduct under the service conduct rules shall invite criminal prosecution and disciplinary action including immediate dismissal from the service.

## **8.2 TEACHERS AND THEIR RESPONSIBILITIES**

- 8.2.1 As per the Code of Professional Ethics from UGC, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession.
- 8.2.2 A teacher is constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between one's precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students than his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative and amiable in disposition.
- 8.2.3 Teachers should adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- 8.2.4 The teachers should manage their private affairs in a manner consistent with the dignity of the profession. Seek to make professional growth continuous through study and research.
- 8.2.5 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

- 8.2.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 8.2.7 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- 8.2.8 Participate in extension, co-curricular and extra-curricular activities including community service.

### **8.3 TEACHERS AND THE STUDENTS**

Teachers should:

- 8.3.1 Respect the right and dignity of the student in expressing his/her opinion.
- 8.3.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 8.3.3 Recognize the difference in aptitude and capacities among students and strive to meet their individual needs.
- 8.3.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 8.3.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, secularism, patriotism and peace.
- 8.3.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 8.3.7 Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- 8.3.8 Aid students to develop an understanding of national heritage and national ideals.
- 8.3.9 Refrain from inciting students against other students, colleagues or administration.

### **8.4 TEACHERS AND COLLEAGUES**

Teachers should:

- 8.4.1 At all time treat other colleagues of the profession in the same manner as they themselves wish to be treated.
- 8.4.2 Speak respectfully of other teachers and staff, render assistance for professional betterment.
- 8.4.3 Refrain from discriminating colleagues based on caste, religion, race or sex in their professional endeavour.
- 8.4.4 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

### **8.5 TEACHER AND AUTHORITIES**

Teachers should:

- 8.5.1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and initiate steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 8.5.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 8.5.3 Co-operate with the authorities in the formulation of the policies of the institution by accepting various offices and discharge responsibilities which may demand.
- 8.5.4 Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- 8.5.5 Should adhere to the conditions of contract.
- 8.5.6 Refrain from availing themselves of leave except on unavoidable grounds. Provide prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **8.6 TEACHERS AND NON-TEACHING STAFF**

- 8.6.1 Teachers should treat the non-teaching colleagues as equal partners in a cooperative undertaking within educational institution.
- 8.6.2 Teachers should help in the function of joint store councils covering both teachers and non-teach staff.

## **8.7 TEACHERS AND GUARDIANS**

Teachers should try to see through and help the institutions to maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians to share the possibilities to help the students and for the betterment of the institution.

## **8.8 TEACHERS AND SOCIETY**

Teachers should:

- 8.8.1 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 8.8.2 Work to improve education in the community and strengthen the communities' moral and intellectual life.
- 8.8.3 Be aware of social problems and take part in such activities as would be conducive to the progress of society.
- 8.8.4 Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for unity and national integration.

## **9. CLASSIFICATION OF EMPLOYEES**

- 9.1 Employees of the College consist of Teaching and Non-Teaching Staff and there is a clear distinction between them. Non-Teaching Staff include Controller of Exam and

Colleagues, Co-ordinators, Office Assistants, Librarian and Colleagues, Clerical Employees, Laboratory Assistants and Grade IV Employees of the College.

- 9.2 A regular employee is an employee who has been appointed on a regular basis under a proper letter of appointment after a period of probation.
- 9.3 A probationer is an employee who is provisionally employed on trial basis with a view to fill a regular post. The period of probation is for two years. The period of probation may be extended by another one more year if needed. A probationer must complete twenty-four (24) months of service, physically present in the college for duty to apply for regularization of service.
- 9.4 An employee with contractual appointment is one who is given appointment on contract basis, normally for six (6) months or a period of one semester.
- 9.5 An employee with contractual appointment can also be a specialist, a person with specialized skills, professional consultant etc. who is paid on contract basis for his/her service in the area of specialization.
- 9.6 An employee with temporary appointment is one who is employed for a job which is essentially of a short period of time. A candidate may be given temporary appointment to substitute teacher/office staff who has taken leave for medical reason, research studies, maternity leave etc. for a short period of time.
- 9.7 A part-time employee is one who is given work by the college to do certain urgent and required works. The nature of the work is such that it may not require employee's service whole time through the day or week.
- 9.8 A casual employee is one who is engaged for work intermittently.

## **10. ELIGIBILITY**

- 10.1 For Teaching Staff: As per UGC norms, Notification, New Delhi, the 18th July, 2018, University to which the College is

- affiliated and norms of College with Autonomous Status.
- 10.2 The recruitment to the posts of Assistant Professor, Associate Professor and Professor in the College shall be the basis of minimum qualification through advertisement, followed by selection by a duly constituted Selection Committee.
- 10.3 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC.
- 10.4 The National Eligibility Test (NET) or an accredited test State Level Eligibility Test (SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for recruitment to the College:

**Provided** that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the College.

**Provided** further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or

equivalent positions in the College subject to the fulfilment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
  - b) The Ph.D. thesis has been awarded by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate has been conducted;
  - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
  - e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 10.5 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for recruitment of teachers and other equivalent cadres at any level.
- 10.6 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently abled.
- 10.7 The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 10.8 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to **19 September, 1991**.
- 10.9 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

- 10.10 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 10.11 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 10.12 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities/College with effect from **01.07.2023 (UGC)**
- 10.13 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of recruitment/ promotion.
- 10.14 No person shall be appointed to the post of Assistant Professor, Librarian or Director of Physical Education and Sports, in the College recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations.
- 10.15 For Non-Teaching Staff: Decision by the Management Board based on the qualification of the applicant and as per requirements of the College.

## **11. APPOINTMENT**

- 11.1 As autonomous College, the College has complete administrative autonomy and privilege to appoint Administrative staff, teaching faculty and Principal (cf. 3.9, UGC Notification/12th February 2018).
- 11.2 An employee is appointed on the recommendation of the Management Board. The appointment of teaching staff is done through the interview conducted by the Board of Studies. The appointment of non-teaching staff is done

through the consultative meeting of the Management Board of the College.

- 11.3 Appointments against Article 9 shall be made by the Principal in consultation with the Management Board.
- 11.4 The Principal (Secretary to the Governing Body) shall issue the Appointment letter for all the employees except the Fourth Grade Staff.
- 11.5 Every appointment made by the Principal shall contain terms and norms of agreement, nature of appointment, tenure of service, date of joining, and basic necessary definition of salary scale.
- 11.6 All members of staff thus appointed must declare and sign the Appointment Letter, sign the Acknowledgement of the Service Rules and without fail report for duty (date of joining) as per the Appointment Letter.
- 11.7 It is mandatory for all members of staff to submit the original certificate of the latest academic study, two recent passport photos, one photo-copy of academic records from HSLC, (Mark sheets and certificates) and other relevant documents which pertain to the nature of job for which appointment is made.
- 11.8 The Management Board shall maintain a confidential record of each staff and no employee has the right to access the report. The record consists of confidential and evaluated statement with regard to the performance of the staff. Refusal on the part of the staff to sign the record shall be signed by the Principal of the College.
- 11.9 The service of unsatisfactory employee(s) on probation shall be terminated. The service of satisfactory employee(s) shall be retained if and when his/her service is required.
- 11.10 The Principal in consultation with the Management Board shall issue a letter of termination or extension of service.
- 11.11 A staff has to complete 24 months (two years) of probation, in service with physical presence in the college to be eligible to avail regularised appointment. If any staff passes through the period of deferment of appointment/employment then such period shall not be counted as period of service.

- 11.12 After completion of two years of probationary service, an employee may apply for regularization of appointment. The tenure of regularized service shall be for three years only.
- 11.13 At the termination of three years regularized service, the employee may apply for renewal of regularized appointment. He/she shall fill the renewal form, duly signed and submit to the office of the Principal three months before the expiry of the contract.
- 11.14 When an employee completes three years of regularized appointment and the regularized appointment is renewed then he/she need not apply again for renewal of regularized appointment.
- 11.15 The service of the unsatisfactory employee shall be terminated with an order of termination and that of the satisfactory employee shall be confirmed with an order of confirmation.
- 11.16 The members of teaching staff with required qualification to teach Bachelor Degrees and Master Degrees are liable to be transferred from Under Graduate teaching post to Post Graduate teaching post and vice versa.
- 11.17 If the documents in the application (CV) of the employee are found to be false at any time in the whole duration of the service, the appointment will be declared invalid and the defaulter is liable to legal proceedings, punishment and fine.
- 11.18 The appointment of a teaching staff with NET/Ph.D qualification shall be to teach both Under Graduate and Post Graduate Degree Programmes.
- 11.19 A teaching staff with NET/Ph.D qualification shall be transferred from Post Graduate section to Under Graduate section and vice versa as per the requirement of the College.
- 11.20 If a teaching staff with NET/Ph.D is unwilling to teach both Under Graduate and Post Graduate students, then he/she shall not avail the provision of regularized appointment and shall not receive any additional benefits even if he/she serves the institution for many years.

## 12. TEACHER PROMOTION ASSESSMENT

- 12.1 To apply for Teacher Promotion Assessment, an employee has to fulfil the eligibility requirements as enshrined in the Teacher Promotion Assessment Guidelines of the College.
- 12.2 The applicant must possess good academic record with NET & Ph.D. Degrees in the concerned/allied/relevant disciplines.
- 12.3 A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a relaxation of 5% for ST and SC.
- 12.4 A minimum of **eight years of experience of teaching** and/or research in an academic/research position equivalent to that of Assistant Professor in the College with a minimum of **seven publications** in the peer reviewed/UGC Care List journals and a total research score of **Seventy Five (75)** as per the criteria given in Appendix III, Table 2 of UGC regulations.
- 12.5 Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

## 13. HEAD OF DEPARTMENT/COORDINATOR/ TEACHER-IN-CHARGE

- 13.1 Every Department in the College shall have only one Head of Department (HOD).
- 13.2 The Principal shall issue a letter of appointment for the Head of Department/Coordinator/Teacher-In-Charge. The letter of appointment shall contain job description of the post.
- 13.3 The tenure of Head of Department/Coordinator/Teacher-In-Charge shall be three years with effect from the date of appointment. The Management Board may re-appoint a teacher to the post of Head of Department/Coordinator/Teacher-in-charge as and when needed, after studying the cases and situations and if the Management Board feels that there are no competent, proficient and capable candidates to hold the post in the department.
- 13.4 The Head of the department of Bachelor of Business Administration shall be called as Director.



- 13.5 A teaching staff is eligible to hold the office of Head of Department only after completion of the period of three years of regularised appointment. In case of any department without teaching staff with completion of three years of regularised appointment then that department shall have only Teacher-in-charge of the department.
- 13.6 The post of Head of Department shall be conferred based on seniority of service. However, the Management Board shall be vested with complete autonomy to decide the post of Head of Department, if the Management Board feels that such decision has to be made due to circumstances and relevant situations.
- 13.7 The Management Board is vested with the power to remove a teacher from the post of Head of Department if he/she is found to be non-competent and resourceful in holding the post of Head of Department. The same policy shall be applied to Coordinator/Teacher-In-Charge of the Department.
- 13.8 If a teacher is found to be non-competent and resourceful in holding the post of Head of Department/Coordinator/Teacher-In-Charge, the Management Board shall nominate the next senior most teacher or a responsible teacher with leadership qualities to take the post.
- 13.9 The Head of Department can be either from the Post Graduate Block or Under Graduate Block. If the Head of Department is from the Post Graduate Block, then the Under Graduate Block shall have a Coordinator/Teacher-In-Charge and vice versa of the Department. A teacher shall be given designation of Coordinator for Under Graduate Programme and Post Graduate Programme if the Head of Department is from the Under Graduate Programme or Post Graduate Programme.
- 13.10 A teaching staff shall be called Teacher-In-Charge if he/she does not complete the period of probation or without regularized appointment but nominated to hold the post.
- 13.11 The Management Board shall be the final decision making body to nominate and appoint the Head of Department/Coordinator/Teacher-In-Charge.

#### **14. DEPARTMENT/FUND/AUDIT**

- 14.1 The department shall judiciously utilize the departmental fund for all departmental activities, programmes, seminars, workshops etc.
- 14.2 Every Department shall constitute Finance Committee of not less than 3 members.
- 14.2 The Head of the Department/Coordinator/Teacher-in-charge shall be the bursar of Finance Committee.
- 14.3 If a department has both HoD and Coordinator, then the HoD and Coordinator of the respective department in PG or UG block shall be responsible to take care and supervise the finance of PG or UG block and submit financial audit to the Administrator.
- 14.4 The fund allotment from the College to the departments for both PG and UG shall be as per the enrolment of students in the department.
- 14.5 The fund allotment from the College to the Clubs and Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.
- 14.6 If any teaching staff or student misappropriates and siphons the department fund in any form then he/she shall refund the whole lost sum with interest of 5% to the department.
- 14.7 No individual teaching staff or student can spent the money of the department without collective knowledge and permission from the finance committee of the department.
- 14.8 Every Department (PG & UG) shall maintain financial record (income & expenditure) supported by receipts.
- 14.9 Every Department (PG & UG) shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 14.10 All activities related to the department shall be financed by the respective Department.
- 14.11 No Department shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.

- 14.12 The Departments shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.

### **15. CLUBS/ASSOCIATIONS/FUND/AUDIT**

- 15.1 Clubs and Associations are academic and student progress oriented groups established by the College authority to help, assist and facilitate all round development of students.
- 15.2 Any club or association to be established in the College has to be authorized by the Head of the Institution.
- 15.3 If a club or association is non functional and does not support student progression, the Management Board shall have the full right to decide and abolish such club or association.
- 15.4 Clubs and associations shall have two staff directors as Director and Assistant Director and other staff as collaborators to manage, organise, supervise and oversee all the activities and help the students to develop their skills, abilities and talents.
- 15.5 Clubs and Associations shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.
- 15.6 No club or association shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.
- 15.7 Clubs and Associations shall judiciously utilize the fund for various activities, programmes, seminars, workshops etc.
- 15.8 Every club and association shall constitute Finance Committee of not less than 3 members.
- 15.9 The director of club and association shall be the bursar of Finance Committee.
- 15.10 The director of the club or association shall be responsible to take care and supervise the finance and submit financial audit to the Administrator.
- 15.11 The fund allotment from the College to the club and association shall be as per the norm of the college.
- 15.12 The fund allotment from the College to the Clubs and

Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.

- 15.13 If any teaching staff or student misappropriates and siphons the club or association fund in any form then he/she shall refund the whole lost sum with interest of 5 percent (5%).
- 15.14 No individual teaching staff or student can spent the money of the club and association without collective knowledge and permission from the finance committee.
- 15.15 Every club and association shall maintain financial record (income & expenditure) supported by receipts.
- 15.16 Every club and association shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 15.17 All activities related to the club and association shall be financed by the respective club and association.

### **16. REMUNERATION FOR EXTERNAL INVIGILATOR/ EXAMINER**

- 16.1 The department cannot claim remuneration from the examination fee collected from the students by the college. A portion of the examination fee collected from the students shall be set aside to meet the expenses incurred at Exam Branch.
- 16.2 In case of dissertation, project work and viva voce etc. for Elective Paper, which is equivalent to End Semester Exam, the college may pay remuneration for external invigilator/examiner, provided certain fee is collected for such paper.
- 16.3 If a department invites an external guest lecturer or resource person then remuneration for such guest lecturer/resource person shall be paid by the respective department.
- 16.4 If any teacher wishes to have guest lecturer to teach his/her assigned subjects/units which he/she is supposed to teach, and agreed upon by the department teaching staff, then he/she is obliged to make personal contribution towards

remuneration for such guest lecturer/resource person or be paid by the department. However, the department can decide whether partial personal contribution be paid by the respective teacher or the whole remuneration be paid from the department fund. The teacher or department shall not ask the students to meet the remuneration.

## **17. RESIGNATION/TERMINATION**

- 17.1 An employee with temporary appointment/contractual appointment or a probationer who wishes to resign from the job shall give a one month's notice or surrender one month's salary for failure to give such a notice.
- 17.2 During the period of probation, the Management Board may terminate the service of an employee any time with a one month's notice or pay one month's salary for failure to give such a notice.
- 17.3 A regularized employee who wishes to resign from the post shall give three months' notice or surrender three months' salary for failure to give such a notice.
- 17.4 The service of a regularized employee can be terminated by the Management Board after due process of at least three (3) corrective measures, notices, warnings.
- 17.5 Based on the report and investigation of the performance and exercise of duties of an employee other than regularized employee, the Management Board can take decision to retain or dismiss an employee.
- 17.7 In case of serious misconduct, indiscipline, breach of terms and norms of Service Rules, and failure to perform duties or if the credentials furnished by the employee are found to be false, no notice/investigation is deemed necessary on the part of the Management Board to terminate the service of any category of employees.
- 17.8 An employee who engages in offensive and aggressive acts and incites other colleagues/employees against the Management authorities shall be terminated from the job without due process of termination.

## **18. RETRENCHMENT**

- 18.1 Retrenchment shall mean the action of reducing the content or quantity. In case of retrenchment due to change in University Norms or closure of any Department/Section of the Institution, employees (teaching and non-teaching) will be retrenched beginning with the junior most, with a notice of three months or three months' pay for failure to give such notice.
- 18.2 Notwithstanding the aforesaid, in determining this (Article 15.1), the Management Board shall be at liberty to determine which teacher/staff to be retrenched after taking into consideration the staff requirement to handle different subjects and administrative affairs.

## **19. RETIREMENT/SUPERANNUATION**

- 19.1 The retirement age for all employees shall be 60 years. However, if an employee retires in the course of the academic year, his/her service may be extended till the end of the academic year.
- 19.2 The Management Board may for special reasons recommend to the President of the College the extension of service beyond sixty years of any particular teacher. The President on considering the merit of the case and subject to the staff being certified medically fit by the medical officer authorized for the purpose by the President may grant extension for one year at a time but not exceeding five years.
- 19.3 The Management Board may for special reasons, in consultation with the President of the College may request the retiring employee who is certified fit to continue his/her service in helping and assisting the Management Board in the administration or academic affairs with revised pay scale. The retiring employee shall cease to draw the salary in service which he/she had been paid.

## 20. ABANDONMENT OF SERVICE

- 20.1 If an employee remains absent for five consecutive days without prior sanction or leave or permission, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless decided otherwise by the Management Board/Head of the Institution.
- 20.2 If an employee remains absent beyond the leave originally granted he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced, unless decided otherwise by the Management Board/Head of the Institution.
- 20.3 An employee who fails to arrive on the reopening day after terminal/summer/winter/ holiday/break shall be deemed to have abandoned his/her service unless decided otherwise by the Management Board/Head of the Institution.

## 21. SALARY

- 21.1 Salary/Pay Scale and emoluments shall be according to the decision of the Governing Body in consultation with the Finance Committee.
- 21.2 Salary/Pay scale for temporary appointment shall be different according to academic qualification. The required academic qualification and pay scale shall be as per NET/SLET/Ph.D certificates.
- 21.3 Since B.ED/SET/TET/M.Phil and other equivalent specializations are not required for minimum qualifications to teach at HEIs, the salary/pay scale shall not be considered based on such certificates.
- 21.4 The Management Board, in consultation with the Finance Committee shall decide the Salary/Pay scale of non-teaching staff as per qualities, abilities, skills, and required certificates.
- 21.5 Full salary shall be paid for twelve months including the

holidays to all who complete one academic year of service provided they are present on the first and the last working day of each Semester.

- 21.6 A staff with Contractual Appointment is not eligible to get salary for full twelve months. He/she shall be paid for the number of working days mentioned in the Appointment Letter.
- 21.7 To be entitled for holiday pay, an employee should have served the institution for at least six (6) months (one semester). If the period of six (6) months of Contractual Appointment falls within the holiday period and if the employee continues to serve the institution after the period of holiday, then he/she shall be given holiday pay.
- 21.8 Those who join the service in the middle of the year are entitled salary only till the last working day or unless decided otherwise by the Management Board/Head of the Institution. A day's wage is arrived at by taking the total salary divided by 30 days.
- 21.9 Every employee appointed shall be paid from the date on which he/she commences the service in the institution.
- 21.10 In normal situation, the salary of every employee shall be paid by the 4th day of the following month. If that day is holiday, the salary will be paid on the next working day.
- 21.11 The Management Board/Administrator shall deduct from the pay at the source the amount due on Professional Tax/EPF/HRA/Gratuity or any other dues legally recoverable and pay the amount to the concerned department(s) on behalf of the employee.
- 21.12 Provident Fund: The College will from time to time give information and instruction with regard to EPF as per the norms and regulations from the Government. That is, Provident Fund contribution shall be governed by the Provident Fund Act.
- 21.13 A teaching staff with NET & Ph.D qualifications shall receive equal salary pay scale whether he/she teaches the Under Graduate or Post Graduate Degree Programmes.
- 21.14 A teaching staff without NET or Ph.D shall receive only a lump sum payment decided by the Management Board.

- 21.15 A non regularised staff cannot avail additional benefits such as gratuity, short term loans, teacher Promotion Assessment, annual increment(s) and award of Certificate of Recognition. An employee can avail the benefit of gratuity only after completion of five (5) years of continuous service (Ref. Gratuity Act, 1972).
- 21.16 The salary/pay scale of Grade IV staff shall be according to the job specification and not according to the academic qualification, specialization or year of experience.
- 21.17 If an employee fails to report for duty for more than five (5) working days, the Management Board has the full right to withhold the salary of the employee.
- 21.18 A regularized employee may avail medical/health insurance through the College. The monthly payment of medical/health insurance shall be deducted from the salary.
- 21.19 The Gross Pay Scale structure of an employee with Probationary Appointment and Regularised Appointment shall be divided under the following categories: Basic, DA (Dearness Allowance), Gratuity, HRA (House Rent Allowance), EPF (only for Regularised employee).
- 21.20 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.21 A teaching staff who is serving in the College and completes Ph.d studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.d pay scale provided he/she produces Ph.d certificate. This increment can be availed from the month provided he/she submits Ph.d certificate before the 15th (date) of the month. A teacher who joins the College with Ph.d cannot avail this incentive.

## EMPLOYEE WITH PROBATIONARY APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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## EMPLOYEE WITH REGULAR APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	EPF (13.15% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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- 21.22 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.23 A teaching staff who is serving in the College and completes Ph.D studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.D pay scale provided he/she produces Ph.D certificate. This increment can be availed from the month provided he/she submits Ph.D certificate before the 15th (date) of the month. A teacher who joins the College with Ph.D cannot avail this incentive.

## 22. INCENTIVES

- 22.1 A double increment (*one increment in addition to the yearly increment*) may be awarded, as per prescribed norms, to an employee selected by a committee appointed by the Governing Body.
- 22.2 A regularised employee may avail encashment of un-availed casual leave at the end of the academic year. However, the Management Board has the full power and right to hold back/revoke encashment of un-availed casual leave as and when situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim.
- 22.3 The provision of encashment of un-availed casual leave is

applicable only if the employees are physically present in the College for duty.

- 22.4 The Management Board shall from time to time decide staff bus fare affordable by staff.
- 22.5 As and when required, the Management Board may depute employee(s) to attend courses, training programmes, seminars, conferences, workshops and exchange programmes. To this end the College shall meet the financial expenses.
- 22.6 Interest free short term loan up to a maximum of Rs. 1, 00,000/- (one lakh) may be granted to regularized employees for justifiable purposes, repayable within twelve months. The employee shall refund the loan by deduction from the monthly salary or make full refund within twelve months. Failure to refund the loan within twelve months shall incur interest according to the prevalent rate.
- 22.7 The provision for short term loan can be availed only by regularised employee.
- 22.8 A staff cannot claim short term loan every year. There should be at least 12 months gap to avail short term loan.
- 22.9 Promotion under Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management Board for eligible teachers.
- 22.10 The Management Board shall from time to time decide the amount for financial incentive.
- 22.11 Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.
- 22.12 A Ph.D teacher shall not claim financial incentives for the Articles he/she had submitted to the University where he/she studied as part of requirement for completion of Ph.D studies.

No financial incentives shall be granted for such Articles and Publications.

- 22.13 To avail financial incentives, one has to produce proof in hard copy with all the details of publication(s). In the case of paper presentation, provide details of the paper presentation mentioning the nature of seminar and whether the paper presented at the seminar/conference has been published. Mention the publication of paper presentation if published in edited book. The College will not give financial incentive to any staff for being resource person at various seminars, conferences, workshops or webinars.
- 22.14 Financial incentives shall be different for single author and co-authors.
- 22.15 Financial incentives shall be considered necessary only for the primary (main) author of the article, publication or presentation.
- 22.16 Financial incentives must to be claimed within a period of three months of publication after which no financial incentives shall be granted.
- 22.17 Financial incentives shall not be considered if the article is not published in peer reviewed journals under UGC Care List.
- 22.18 Financial incentives shall not be considered if the article or publication is without affiliation to St. Joseph's College, Jakhama.
- 22.18 For the event of Department Jubilee celebration, the Management Board shall decide upon certain amount of financial assistance, not exceeding Rs. 20,000 (twenty thousand) for the celebration of the occasion.
- 22.19 The practice of giving financial incentive for publication of articles and books is purely a good will gesture from the Management and it can be revoked as and when it is felt necessary.

### **23. NORMS FOR DOUBLE INCREMENT**

- 23.1 A regularized employee is eligible for double increment if he/she has attained a level of excellence as a teacher according to the assessment of Management Board.

- 23.2 Excellence as a teacher refers to the following areas.
- (a) Concern and commitment to students and enthusiasm and creativity in teaching.
  - (b) Efficiency and effectiveness as a teacher: preparation of classes, organization of subject matter, presentation, use of teaching materials and aids, ability to make students understand, and ability to motivate students.
  - (c) Organization, involvement and participation in various extra-curricular activities of the college.
  - (d) Influence and good rapport with students outside the class room and encouraging student participation in various College activities.
  - (e) Team building among one's colleagues and healthy interaction with other staff members and the management.
  - (f) Good knowledge in the academic field.
  - (g) Any outstanding achievement in the academic field.
- 23.3 Achievement of a level of excellence by a teacher will be decided through a process of evaluation which will include feedback from the students, feedback from the staff and feedback from the management. The final evaluation will be done by a committee appointed by the principal consisting of students and the staff. The decision of the Management will be final.

#### **24. DUTIES AND RESPONSIBILITIES OF EMPLOYEES**

- 24.1 Supervision and control over all employees shall be vested in the Head of Institution, who will allot duties and responsibilities, both curricular and extra-curricular, for the efficient management of the Institution, the maintenance of discipline and overall development of the students.
- 24.2 An employee shall not join or continue to be a member of an association, the objective or activities of which are prejudicial and detrimental to the objectives of the institution, public order or morality, as also the interests of the Catholic Church and its Institutions.

- 24.3 No employee shall engage himself/herself in gainful (profitable) employment without permission of the Head of Institution.
- 24.4 It is not permitted for an employee to take any document in full or partial from the IQAC without prior permission from the Principal.
- 24.5 No employee has the right to claim remuneration for extra time called for administrative work.
- 24.6 No employee shall take undue advantage of the facilities provided for administration of the institution for personal work.
- 24.7 Teaching staff with SLET/NET/Ph.D degrees are subject to interchangeable duties. The Management Board shall make interchangeable duties for staff for both Under Graduate and Post Graduate classes as and when required.
- 24.8 Every employee shall diligently carry out the duties and responsibilities as stated in the job description.

#### **25. APPLICATION FOR CHANGE OF POST**

- 25.1 An employee may apply for a change of post/designation in the Institution. He/she shall obtain No Objection Certificate from Principal.
- 25.2 The Principal in consultation with the Management Board shall be the sole authority to decide the change of post/designation.
- 25.3 Once the Principal gives the decision to the request of change of post, it is mandatory for the applicant to accept the change of post.
- 25.4 If the applicant does not accept the decision for change of post/designation given by the Principal, then the applicant shall be terminated from the job which he/she had been holding without any further appeal.

#### **26. HIGHER STUDIES**

- 26.1 Study leave is intended for pursuing higher studies leading to Ph.D degree in the subject taught by the teacher.

- 26.2 Only those who are working in the College with regularized appointment are eligible for study leave.
- 26.3 A study leave for Ph.D Course work for six (6) months may be granted only to teachers with regularized appointment who have served the college for a minimum of 3 years. Such teachers will be paid three (3) months only full salary during six months leave period. He/she will not be paid for the remaining 3 months of the leave period.
- 26.4 The leave for Ph.D course work will not be extended under any circumstance.
- 26.5 A non regularized teacher/staff may avail study leave without pay for M.Phil or Ph.D course work.
- 26.6 A regularized teacher/staff may avail study leave for M.Phil but without payment of salary.
- 26.7 A study leave for Ph.D field work and Defence of Thesis paper shall be granted for a period not exceeding one year, and shall not be extended under any circumstance.
- 26.8 If a research scholar employed in the College wishes to take study leave for Ph.D field work and Defence of Thesis paper, he/she may sign bond/MoU with the College and avail financial help.
- 26.9 As a rule, only one teacher from a Department will be granted study leave at a time. Preference will be given according to seniority.
- 26.10 Only those who are registered for Ph.D programme in a recognized university or Institution are eligible for study leave.
- 26.11 Application for study leave should be submitted at least six months before the leave commences. The following documents should be submitted with the application.
- (a) Proof of admission or proof of registration to the Ph.D programme.
- (b) A letter from the Research committee/guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.
- 26.12 A teacher and research scholar who has completed five years (with regularised appointment), but less than eight years of

service in the College shall be eligible to draw 50% of normal salary during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.

- 26.13 A teacher and research scholar who has completed eight or more years of service in the College shall be eligible to draw full pay during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
- 26.14 A teacher and research scholar who draws full or partial pay must execute a bond to the effect that he/she will serve the College for a period of at least five years after completion of study leave. If the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave. In any case the College shall have the right to recover the amount due before the employee leaves the College. The Original Certificates of the research scholar/teacher on study leave will be kept in the College.

## 27. WORKING HOURS AND ATTENDANCE

### TEACHING STAFF

- 27.1 The teaching staff shall sign in on arrival and sign out at departure.
- 27.2 The normal working hour of teaching staff is from **8:30 am to 2:40 pm.**
- 27.3 A teaching staff is expected to be available for at least 6 hours in the institution for at least five days a week for conducting classes, holding tutorials, guiding research or carrying out any other academic and curricular or extra-curricular activities provided to him/her by the College.
- 27.4 Information about late arrival or early departure is to be



provided to the Vice Principal (Academic Affairs) and Dean of Science and to be recorded in the Movement Register.

- 27.5 A teaching staff shall engage in all the hours/periods of direct teaching. He/she is expected to take 16 hours of class a week.
- 27.6 A teaching staff is expected to engage in remedial classes, mentoring, and organization of extra-curricular activities to help the students.
- 27.7 The Management Board may arrange/organize classes, works, and any other engagements on Saturdays as and when it is required.
- 27.8 The Management Board may ask any teaching staff to help in the administration of the College as and when it is required.

### **NON-TEACHING STAFF**

- 27.9 The non-staff shall sign in on arrival and sign out at departure.
- 27.10 The working hours for non-teaching shall be:
  - (a) Monday to Friday:  
8:30 a.m to 4:00 p.m with a break of 45 minutes
  - (b) Saturday  
8:30 a.m to 12:30 p.m
- 27.11 Taking into consideration the local situation, office staff may take leave on alternative Saturday in rotation to attend to their private work.
- 27.12 During examination days, days of admission, days of common celebrations and on any occasion wherein the presence of the non-teaching staff is required, the office will remain open the whole day and they will be required to perform their duties.
- 27.13 The non-teaching staff are expected to help in the administration of the College as and when the need arises.

### **28. HOLIDAY**

- 28.1 Holidays to be observed during the Academic Year shall be mentioned in the Academic Calendar and Handbook.
- 28.2 As a private and autonomous College, the Management Board

of the College shall decide the specific holidays to be observed albeit state and national holidays observed by the government.

- 28.3 The Management Board shall be vested with power to declare holiday not mentioned in the Academic Calendar or cancel any holiday mentioned in the Academic Calendar if situations and circumstances demand it.
- 28.4 If the Academic Calendar does not mention holiday for a particular occasion (religious feasts, birthdays, days of state and national importance, etc.) then it is not a holiday.
- 28.5 The College shall follow the guidelines of the Diocese of Kohima, directives from the President of the College and Commission for Education, Diocese of Kohima.
- 28.6 No holiday shall be declared after the College Week, Freshers' Day, Graduation Day or Spring Fest unless decided otherwise by the Management Board/Head of the Institution.

### **29. CASUAL LEAVE**

- 29.1 Leave means authorized absence from duty.
- 29.2 An employee with provision for casual leave can avail only one casual leave in a month and the leave should not exceed 3 days.
- 29.3 An employee is not allowed to take casual leave during the exam days. If leave is unavoidable during exam days, then it shall be considered as leave without pay.
- 29.4 If any staff/employee is absent for duty without any prior information or leave application, it would be considered as leave without pay for all consecutive days of absence.
- 29.5 An employee cannot take leave on duty for his/her personal works/studies/exams etc. Leave on duty is applicable only if the employee takes leave to carry out works for the College/administrative work authorized by the Principal.
- 29.6 Leave shall be considered half day leave if any employee takes leave after two hours of sign in. Two half day leaves shall be counted as one casual leave.

- 29.7 All leave must be asked for in writing/prescribed form and in advance, except in unforeseen/unprecedented circumstances. Even in such circumstances an application must be submitted to the College Office through the Vice Principal (Academic Affairs) on the first day after absence, mentioning the reason for the absence and the number of days of leave taken.
- 29.8 If the casual leaves are exhausted then the number of days absent shall be considered as leave without pay.
- 29.9 Any leave that is not sanctioned by the Head of Institution will be considered as leave without pay.
- 29.10 In computing the cut in pay, the salary of the month of the employee concerned will be divided by 30 and multiplied by the number of days including the intervening Sundays and holidays on which the employee was absent from duty, irrespective of the number of calendar days in that month.
- 29.11 A member of the teaching staff with probation appointment or regularized appointment is eligible to all the holidays notified in the academic calendar of the College. However, if the Head of the Institution asks a teaching staff to come to the Institution on a holiday to attend a meeting or for any other purpose connected with the institution/administration, the teacher is bound to come notwithstanding the fact that it is a holiday.
- 29.12 Members of the non-teaching staff are in the category of non-vacation staff and the vacation of the College do not apply to them. However, they are entitled to one full month's (30 days inclusive of Sundays and intervening holidays) leave as vacation. This can be availed only with the sanction of the Head of Institution. This is normally available only to those who have completed one full year of service in the Institution.
- 29.13 All regularized employees are entitled to 10 days casual leave in a calendar year.
- 29.14 Casual leave cannot be accumulated. However, if an employee has not taken casual leave then the College may grant incentive of article 22.2.
- 29.15 Any employee who is entitled to avail medical leave or casual leave may take leave for 3 days at a time.

- 29.16 Any employee absent on the first day and last day of working day shall be considered as leave without pay even if information or leave application is tendered.
- 29.17 Every two late arrivals for duty if without valid reason or two half day leaves shall be considered as one day casual leave.
- 29.18 All regularized employees are entitled to 15 days medical leave with half pay in a completed year of service supported by the Doctor's and medical bills. For example, if anyone takes 10 days medical leave then 5 days pay will be deducted from his/her salary. In case of 'Serious Illness,' a written application may be made to the Management Board for sympathetic consideration. For computing medical leave, all intervening Sundays and holidays are counted, not however, the vacation of the Institution, unless the medical leave is prefixed or affixed to such vacation, in which case, the whole period including the Institution's vacation shall be treated as medical leave.
- 29.19 Maternity leave up to 90 days with full pay can be availed by a teaching and non-teaching staff. An additional of 60 days of maternity leave without pay may be availed but no extension of leave shall be granted after availing 60 days of leave without pay. Maternity leave shall be granted only for the first and second child. Maternity leave is inclusive of intervening Saturdays, Sundays and holidays, and begins from the date of delivery or the commencement of the leave, whichever is earlier.
- 29.20 If a staff takes maternity leave or other granted leave for more than thirty (30) days, then availed casual leave shall be reduced according to the number of leave days taken. A thirty (30) days leave will reduce one casual leave.
- 29.21 Paternity leave up to seven (7) days with full pay for the first and second child can be availed by a teaching and non-teaching staff.
- 29.22 An employee with temporary/contract appointment is not entitled for salary in case unprecedented closure of the College takes place.

- 29.23 An employee should be present on the first and last working days of the semester to get the benefit of the holiday pay. However, an employee is not entitled to get the benefit of holiday pay if he/she resigns from the job within 30 days after the holiday. If he/she resigns before the completion of 30 days after a holiday, then he/she shall refund the holiday pay.
- 29.24 A staff on probation is entitled to casual leave but not medical leave.
- 29.25 Employees with temporary appointment, part time job or contractual appointment are not entitled for any leave except casual leave in proportion to the duration of their service.
- 29.26 A staff on leave for Higher Studies is not eligible for encashment of any leave.
- 29.27 Governing Body reserves to itself the right to grant special leave with or without pay on suitable grounds.
- 29.28 No staff member can claim leave as a matter of right. When exigencies of service require, discretion to refuse or revoke leave of any description is reserved by the Head of Institution who is empowered to grant it.

### 30. OFFICE-ORDER

In order to strengthen matters concerning: digital data security, data documentation, online data transaction, and operation & maintenance of Information & Communication Technology (ICT) in the College, all the concern staff of St. Joseph's College are to strictly adhere to the following directives:

- 30.1 Electronic communication (Emails & Fax) having been given a legal recognition for transaction of information by the IT (Amendment) Act, 2008, any official outgoing mail from the College should have prior approval of the higher authorities in file. The Official Email ID of the College <stjosephc@gmail.com> shall be used only for an official matters relating to the College and shall not be used for any other personal/individual purpose.

- 30.2 Data first produced in the performance of this Service Rules, any claim, including but not limited to, copyright subsisting in Scientific and technical articles based on or containing and published in academic, technical or professional journals, symposia proceedings or similar works in draft or final form belong to St. Joseph's College and staff may not use, make reference to or establish, without prior written approval from the College authority.
- 30.3 All outgoing and incoming activities of emails/fax shall be duly entered into a Logbook before it is sent or after it is received.
- 30.4 Use of any kinds of external storage device like Pen/Thumb drive, External HDD, CD/DVD ROMs in the College Computer is limited only to authorised personnel and staff of the College, for official matters only.
- 30.5 All official data in the main desktop computer shall be backed-up regularly (at least once in a month) to avoid important data loss due to computer malfunctions and/or system crash.
- 30.6 All College staff must maintain each folder in the main desktop computer (subject matter wise) and synchronise official documents in their respective laptops to these folders. These has to be regularly updated (at least twice in a month) to ensure all official documents are accessible as and when required, and also to maintain security of the documents. All document update activity shall be monitored, and hence, concern staff must enter details into a log book when any updating is done.
- 30.7 All the staff must maintain a high degree of confidentiality in respect of all official documents and data - both electronic and print.
- 30.8 In order to secure the systems from VIRUS attack, all the computers (both desktops and laptops) must have a valid Anti-Virus/Internet security software installed in the systems. This has to be regularly upgraded every year with a new license.
- 30.9 On termination of the service or end of service from the College, the staff must immediately deliver to the College all

documents, papers, books, records, electronic files, materials, equipment and other properties of St. Joseph's College which are in his/her possession and must not retain any copies or extracts or part thereof.

- 30.10 A staff is liable for repairing or replacing, if any loss or damage is done to College property.

### **31.SOCIAL MEDIA/INFORMATION TECHNOLOGY/ CYBER LAW**

The term social media refers to a computer-based technology that facilitates the sharing of ideas, thoughts, and information through virtual networks and communities. Social media is internet-based and gives users quick electronic communication of content, such as personal information, documents, videos, and photos. Users engage with social media via a computer, tablet, or Smartphone via web-based software or applications.

Cyber law (cyberspace) is a term used to describe the legal issues related to use of communications technology (Internet). Cyber law which is also known as Internet law is the area of law that deals with the Internet's relationship to technological and electronic elements, including computers, software, hardware and information systems (IS).

- 31.1 Cyber crime is an unlawful act and if an employee is found to be involved in it, he/she shall be liable to punishment according to the cyber laws of India (*Ref. Cyber Law of India*).
- 31.2 Some of the Cyber Crimes include fake profiles, posting of inappropriate or illegal content, misrepresentation of person, harassment, online threats, stalking, cyber bullying, hacking, fraud, fake accounts, impersonation accounts, vacation robberies, fake online friendships, offensive messages, defamatory messages, identity theft, false digital signature, false certificate, false document, forgery, web-jacking, E-mail abuse, intimidation, stealing intellectual property and copyright, obscenity etc.

### **32. RULES OF DISCIPLINE**

- 32.1 The services of a regularized employee can be terminated on the ground of misconduct, moral delinquency, contagious diseases or any other cause which makes the employee unsuitable for retention in service, provided before such termination is made a due inquiry is made by the Head of Institution or a Committee appointed for the purpose.
- 32.2 Any staff who fails to attend staff meetings shall be marked as absent, with leave without pay.
- 32.3 In case of any event leading to alleged or accused sexual harassment, abuse etc., and if the victim claims for compensation, the staff/employee shall be solely responsible for his/her action and the college shall not be responsible for the penalty or meet compensation.
- 32.4 No employee shall engage in money collection without explicit permission from the Principal.
- 32.5 Study tour/field trip etc., are to be organized only during vacation. If the schedule is cancelled due to unforeseen situation then the Principal in consultation with the Management Board may consider the case and make a decision in favour or restrain.

### **33. MISCONDUCT**

- 33.1 Misconduct comprises wilful acts or omissions on the part of an employee either alone or along with others. In this case, the Management Board may impose any fitting penalty on the defaulter(s).
- 33.2 Neglect of duty which shall be considered as grave failure of responsibility.
- 33.3 Inefficiency and lack of competence in work or want of diligence in performance of duty.
- 33.4 Insubordination, noncompliance to the Management or Head of Institution; repeated violation or orders and directions issued from time to time by the authorities of the College/Institution in matters of duty.

- 33.5 Habitual late attendance.
- 33.6 Absence without leave.
- 33.7 Moral delinquency.
- 33.8 Taking up part-time jobs/teaching/tuitions without permission from the Head of the institution.
- 33.9 Substance abuse.

#### **34. DEVIANT AND UNLAWFUL ACTIVITIES**

- 34.1 Deviant and unlawful activities refer to any type that may affect the discipline and reputation of the Institution and unbecoming of an employee of an educational institution.
- 34.2 Handling drugs, use of intoxication drugs, and use of alcohol and gambling in the premises of the Institution.
- 34.3 Organizing and participating in any form of protest, strike, or demonstration against the Institution, breach of any of the terms of the Service Rules in the premises or outside the Institution.
- 34.4 Instigating colleagues and students against authorities of the College/Institution.
- 34.5 Committing any act which is punishable under Indian Penal Code or punishable under customary law or State law.
- 34.6 Fabricating false or incorrect information, withholding any relevant and pertinent information at the time of appointment.
- 34.7 Use of indecent, abusive language or making false allegations against the authorities of the College/Institution, co-employees, students, parents and guardians.
- 34.8 Possession and use of firearms or other weapons in the premises of the Institution.
- 34.9 Theft or attempt to theft, fraudulent act or act of dishonesty in connection with property of the Institution, property of co-employees and students. Any other act or omission that is detrimental to the pursuit of the aims and objectives of the Institution.

#### **35. PENALTIES**

The head of institution on behalf of the Management Board and Governing Body shall be the disciplinary authority in respect of all acts of misconduct, which warrant penalties.

#### **36. MINOR PENALTIES**

- (a) Censure or warning in writing.
- (b) Recovery of the damage or loss incurred.
- (c) Suspension from duty without pay for a period of exceeding four days.

#### **37. MAJOR PENALTIES:**

- (a) Withholding increment
- (b) Demotion
- (c) Compulsory termination of service (before superannuation)
- (d) Dismissal

#### **38. PROCEDURE TO IMPOSE MINOR PENALTIES**

- 38.1 The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposal penalties.
- 38.2 The employee shall be given an opportunity to offer explanation in writing regarding the allegations brought against him/her within seven days.
- 38.3 The Management Board shall consider the case and concur or alter the penalty proposed to be imposed by the Head of Institution.
- 38.4 The employee, however, is free to appeal to the Governing Body to reconsider this penalty by giving his/her additional evidence within fifteen days of the receipt of such\_order imposing the penalty.
- 38.5 The decision of the Governing Body shall be final.

### 39. PROCEDURE TO IMPOSE MAJOR PENALTIES

- 39.1 The concerned employee has been informed in writing by the Head of Institution of the action proposed to be taken against him/her.
- 39.2. The letter is accompanied by the allegation on the basis of which the action is proposed to be taken.
- 39.3 The concerned employee has made his/her representation to the Head of Institution against the action proposed to be taken within seven days from the date of the receipt of the notice.
- 39.4 The Head of institution has considered representation if any, of the concerned employee and has given him/her hearing if so desired.
- 39.5 The penalized employee is free to appeal to the Management Board for further inquiry.
- 39.6 The Management Board upon receiving the appeal shall conduct an inquiry in the following manner:
  - (a) The Management Board shall consider the appeal at special meeting. It may appoint a person to conduct an inquiry.
  - (b) The Management Board or the Inquiry Officer shall prepare a report of the inquiry after considering the charge sheet and the written statement of the employee. The inquiry report shall be sent to the President/Chairman of the Governing Body and a copy shall be given to the appealing party.
  - (c) The President/Chairman of the Management Board shall issue a show cause notice with the proposed penalty and the employee shall be called upon to reply to the show cause notice within seven days of the receipt of the show cause notice.
  - (d) After due process the Management Board shall make its final decision.
  - (e) If for any reason the employee or Head of Institution is aggrieved by the decision of the Management Board, the concerned party shall have the right to appeal to the

Governing Body which shall be the Final Appellate Tribunal which should be done within fifteen days of the receipt of the decision of the Management Board. The Governing Body in its process of decision making shall follow the procedure as mentioned above in the case of inquiry by the Management Board. In all matters, the decision of the Governing Body shall be final.

(f) No legal practitioner shall be allowed to represent the employee, the Head of Institution, the Management Board or the Governing Body.

- 39.7 During the entire course of disciplinary procedure and appeal, the concerned employee shall remain suspended. An employee under suspension shall be entitled to receive from the College a monthly subsistence allowance as follows:

(a) During the first two months of suspension, the suspended employee is entitled to receive a subsistence allowance of 50% of the salary he/she was earning.

(b) In case of delay of redress from the part of the Management Board or the Governing Body, and the delay goes beyond two months in arriving at a decision, the subsistence allowance will be paid at the rate of 75% of his/her salary for the period beyond two months.

(c) The subsistence allowance is not payable beyond a period of two months if the delay in arriving at a decision is caused by the appealing party or if he/she institutes a court case.

(d) If the suspended employee takes up any other paid employment, he/she will not be entitled to any subsistence allowance.

(e) In case of an employee being exonerated from all charges and reinstated, his/her entire salary for the period of suspension will be paid after deducting the subsistence allowance already paid.

#### 40. GRIEVANCE SETTLEMENT

- 40.1 A member of the staff or a group of staff with a grievance relating to the application or interpretation of the Service Rules may seek redress of the same. The following procedure shall be followed:
- 40.2 **Redress through Head of Institution:** A member of the staff or group of Staff with a grievance with regard to application and interpretation of any service rule shall first tender an application in writing to the Head of Institution who shall try to arrive at a fair and just solution provided the issue in question falls within the area of his competence and jurisdiction.
- 40.2 The Head of the Institution shall try to dispose of the grievance within a period of one month of the receipt of the application unless he is prevented by compelling circumstances from doing so. In case of grievances beyond his competence and jurisdiction he may refer the case to the Management Board or the Governing Body within a period of 15 days of the receipt of the application by him.
- 40.3 In case the concerned member(s) is/are dissatisfied with the decision of the Head of Institution, he/she/they shall be entitled to appeal to the Management Board through the Secretary of the Management Board within a period of 15 days from the date of intimation of the decision by the Head of Institution.
- 40.4 **Redress through Management Board:** If an appeal against the decision of the Head of Institution is received by the Management Board, the Management Board shall dispose of the appeal within two months of the receipt of the appeal, unless it is prevented by circumstances beyond its control, after considering the evidence and if necessary after giving a hearing to the appealing member or one representative of the appeal group of staff members. The Management Board may also appoint a sub-committee to resolve the matter. In the event that the grievance is beyond the competence and jurisdiction of the Management Board, the matter shall be

referred to the Governing body within 15 days after the meeting of the Management Board. In the event that the appealing party is not satisfied with the decision of the Management Board the concerned party may appeal to the Governing Body within 15 days from the intimation of the decision of the Management Board.

- 40.5 **Redress through the Governing Body:** If an appeal against the decision of the Management Board is received by the Governing Body, unless prevented by circumstances beyond its control, it shall try to dispose of the appeal as expeditiously as possible after considering all the material on record and the decision given by Head of Institution and the Management Board. The Governing Body may appoint a panel of conciliators from among persons who are not in any way connected with the administration of the Institution and refer the matter to them for guidance. The Governing Body may or may not accept the advice/guidance/recommendation of the panel of conciliators in arriving at a final decision of the appeal.
- 40.6 The decision of the Governing Body shall be final.
- 40.7 In all proceedings under these rules, the appellate bodies will be guided by the existing Service Rules and conditions applicable to the Institution and to the members of the staff.

#### 41. SERVICE CERTIFICATE

Every employee is entitled to a Service Certificate or No Objection Certificate (NOC) on leaving the service for whatever reason. Every employee is entitled to take an Experience Certificate, provided he/she does not have any financial dues or record of non amendable offense against the institution.

#### 42. SEXUAL HARASSMENT

- 42.1 The Principal shall constitute Internal Complaint Committee as per UGC norm.

- 42.2 The Internal Complaint Committee shall deal with Sexual harassment cases only at the College Campus.
- 42.3 All matters dealing with Sexual Harassment shall be referred to this committee. If one is dissatisfied with the decision of the Internal Complaint Committee, he/she shall follow the Grievance Settlement Procedure(s) again and settle the issue.

**43. MANDATE OF THE GOVERNING BODY/  
MANAGEMENT BOARD**

- 43.1 In the event or context of unresolved matter the decision and directive of the Management Board shall prevail, notwithstanding anything contained in the aforesaid Service Rules.
- 43.2 The guidelines and regulations contained in the Service Rules are subject to amendment by the Governing Body. The Governing Body may add any ancillary rules or delete existing ones.
- 43.3 The Management Board is required to refer and consult the Governing Body for any grave alteration of any article enshrined in the Service Rules.
- 43.4 An employee is eligible to receive a copy of the Service Rules. An employee shall sign the Service Rules when he/she receives probationary appointment. The employee shall sign the acknowledgement page of the Service Rules and submit the same to the office of the Principal to be maintained in the personal file of the employee.

**ACKNOWLEDGMENT**

To,

The Principal  
St. Joseph's College (Autonomous)  
Jakhama - P.B. No. 39  
Kohima - 797001 - Nagaland.

**Subject: Acknowledgment**

Sir,

I hereby acknowledge the receipt of the Service Rules of St. Joseph's College (Autonomous), Jakhama. I have read the terms and conditions laid down in the Service Rules and accept my appointment. I do hereby declare and promise to abide by them faithfully, work with commitment and dedication, desiring to work for the benefit of the students and the good of the Institution.

Yours Sincerely,

Date: .....


(Signature of employee)

Name .....

Address .....

Phone Number .....

Sd/-  
Most Rev. Dr. James Thoppil  
Chairman (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama- Kohima- Nagaland

  
Dr. Fr. George Keduolhou Angami  
Secretary (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama- Kohima- Nagaland







# ST. JOSEPH'S COLLEGE

## JAKHAMA

P.B. No. 39, Kohima, Nagaland - 797 001  
(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11<sup>th</sup> Oct.2018)  
0370-2231009 (O), 2233022 (Principal), 9436437544 (M)  
[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)  
NAAC Grade A (CGPA: 3.12)

### STUDENT ATTRIBUTES SURVEY

Name... Ngala Key ..... Roll No. 21BAD41 ..... Department BBA .....  
Year of Admission ..... 2021 ..... Phone Number (Linked to Adhaar) ..... 7005262573 .....

(Please Tick the Rating)

Sl. No.	ATTRIBUTES	AVERAGE	GOOD	EXCELLENT	OUTSTANDING
01.	Responsibility				✓
02.	Motivation			✓	
03.	Perseverance			✓	
04.	Discipline				✓
05.	Good listener				✓
06.	Organization				✓
07.	Punctuality				✓
08.	Resourceful			✓	
09.	Balanced				✓
10.	Confident				✓
11.	Goal-oriented			✓	
12.	Creativity				✓
13.	Curiosity				✓
14.	Honest				✓
15.	Respectful				✓
16.	Consistency				✓
17.	Collaboration			✓	
18.	Competitive				✓
19.	Courteous			✓	
20.	Engagement				✓
21.	Persistency			✓	
22.	Positive attitude				✓
23.	Team player				✓

I declare that the information furnished in this Student Attributes Survey is true to the best of my knowledge.

Date: 15.11.2023

Ngala Key  
(Signature of Student)



# ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

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[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

## STUDENT ATTRIBUTES SURVEY

Name.. KELEWITO SACHU..... Roll No ..21EN40227.... Department ..ENGLISH.....

Year of Admission ....2021..... Phone Number (Linked to Adhaar) ..9366052434.....

(Please Tick the Rating)

Sl. No.	ATTRIBUTES	AVERAGE	GOOD	EXCELLENT	OUTSTANDING
01.	Responsibility			✓	
02.	Motivation		✓		
03.	Perseverance		✓		
04.	Discipline				✓
05.	Good listener			✓	
06.	Organization		✓		
07.	Punctuality				✓
08.	Resourceful			✓	
09.	Balanced			✓	
10.	Confident			✓	
11.	Goal-oriented			✓	
12.	Creativity		✓		
13.	Curiosity		✓		
14.	Honest				✓
15.	Respectful				✓
16.	Consistency		✓		
17.	Collaboration			✓	
18.	Competitive		✓		
19.	Courteous		✓		
20.	Engagement			✓	
21.	Persistency			✓	
22.	Positive attitude			✓	
23.	Team player			✓	

I declare that the information furnished in this Student Attributes Survey is true to the best of my knowledge.

Date: 16/03/2023

*Kelewito*  
(Signature of Student)



# ST. JOSEPH'S COLLEGE

## JAKHAMA

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[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

### STUDENT ATTRIBUTES SURVEY

Name... Beben Kithon ..... Roll No 21COM013.. Department Commerce..

Year of Admission ... 2021..... Phone Number (Linked to Adhaar) ... 9732010013....

(Please Tick the Rating)

Sl. No.	ATTRIBUTES	AVERAGE	GOOD	EXCELLENT	OUTSTANDING
01.	Responsibility		✓		
02.	Motivation			✓	
03.	Perseverance			✓	
04.	Discipline			✓	
05.	Good listener				✓
06.	Organization			✓	
07.	Punctuality		✓		
08.	Resourceful		✓		
09.	Balanced			✓	
10.	Confident			✓	
11.	Goal-oriented			✓	
12.	Creativity		✓		
13.	Curiosity		✓		
14.	Honest				✓
15.	Respectful			✓	
16.	Consistency		✓		
17.	Collaboration		✓		
18.	Competitive		✓		
19.	Courteous		✓		
20.	Engagement		✓		
21.	Persistency		✓		
22.	Positive attitude			✓	
23.	Team player			✓	

*I declare that the information furnished in this Student Attributes Survey is true to the best of my knowledge.*

Date: 15.1.03.2024

(Signature of Student)



# ST. JOSEPH'S COLLEGE

JAKHAMA

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NAAC Grade A (CGPA: 3.12)

## STUDENT ATTRIBUTES SURVEY

Name Neimscethong T Roll No 21POL0982 Department political Science

Year of Admission 2021 Phone Number (Linked to Adhaar) 9882723664

(Please Tick the Rating)

Sl. No.	ATTRIBUTES	AVERAGE	GOOD	EXCELLENT	OUTSTANDING
01.	Responsibility			✓	
02.	Motivation			✓	
03.	Perseverance			✓	
04.	Discipline		✓		
05.	Good listener				✓
06.	Organization			✓	
07.	Punctuality			✓	
08.	Resourceful		✓		
09.	Balanced			✓	
10.	Confident			✓	
11.	Goal-oriented			✓	
12.	Creativity		✓		
13.	Curiosity				✓
14.	Honest			✓	
15.	Respectful				✓
16.	Consistency			✓	
17.	Collaboration				✓
18.	Competitive			✓	
19.	Courteous				✓
20.	Engagement			✓	
21.	Persistency			✓	
22.	Positive attitude				✓
23.	Team player				✓

I declare that the information furnished in this Student Attributes Survey is true to the best of my knowledge.

Date: 16 03 2023  
02.03.2023

Neimscethong T  
(Signature of Student)

ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA, NAGALAND



★ SERVICE RULES ★

Website: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)



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Ref. No. SJC/SERVICE-RULES/1/2021

Dated: 04/12/2021

**SERVICE RULES  
(First Amendment)**

**APPROVED AND PUBLISHED**

**BY**

**AUTHORITY**

**Jakhama - Kohima - Nagaland**

**(the 4th December, 2021)**

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## **INTRODUCTION**

St. Joseph's College, Jakhama is an Autonomous College Affiliated to Nagaland University. The Governing Body of the College is the apex authority in administrative and managerial matters. The functions of the Governing Body of the College are listed in the Memorandum of Association of the College. Since the College was established, owned and managed by the Diocese of Kohima, it comes under the purview of the Church law and educational policies of the diocese. The guidelines given below are made to identify and delineate the roles and functions of different officials of the College. The Bishop is the president of the Governing Body of the College. He appoints the Principal, the Vice Principals, the Administrator, the Director of men's Hostels and other administrative staff of the College in consultation with the Management Board. He is the final authority on all matters pertaining to the administration and management of the College.

### **1. SHORT TITLE AND COMMENCEMENT**

- 1.1 These rules shall be called St. Joseph's College (Autonomous) Service Rules.
- 1.2 These rules shall come into force with effect from the date of approval by the Governing Body of the College duly signed by the President and Principal of the College.
- 1.3 These rules shall be subject to changes as per notifications, circulars and regulations issued by the Principal in consultation with the Governing Body and adopted by the College from time to time.
- 1.4 The Management Board is mandated to coordinate the standards of higher education in the College, the guidelines and rules enshrined in this Service Rules are subject to ratification by the Governing Body.

## 2. DEFINITIONS

In this Service Rules unless the context otherwise requires:

- 2.1 “College” means St. Joseph's College (Autonomous), Jakhama
- 2.2 “Registered Society” means St. Joseph's College Society.
- 2.3 “Chairman” means the Bishop of Kohima
- 2.4 “Head of College” means the Principal, who is the academic and administrative head of the College appointed by the Bishop of Kohima.
- 2.5 “Principal” means the Secretary of Governing Body
- 2.6 “Governing Body” means the Apex Body of the College. The apex body of the College is duly constituted by the Registered Society as per its Memorandum of Association and its Rules and Regulations. The Governing Body of the College is vested with full and final authority over the College.
- 2.7 “Management Board” means the power vested authority established by the Governing Body and is charged with executive power to manage, supervise, and organize the day-to-day administration and affairs of the college.
- 2.8 “Diocese of Kohima” means the geographical jurisdiction under the pastoral care of the Bishop for the Catholic Church in Nagaland.
- 2.9 “Staff” means a member or members of the teaching or non-teaching personnel(s) of the College/Institution appointed by the Management Board on behalf of the Governing Body
- 2.10 “Salary” means a fixed or non fixed monetary payment paid by the College to an employee.
- 2.11 “Guidelines/Regulations” means University Grant Commission Guidelines/Regulations
- 2.12 “Service Rules” means the rules and norms of the College
- 2.13 “Promotion Assessment” means the procedures for the assessment of Ph.D Degree holders
- 2.14 “Assessment” means the procedures for the assessment of non Ph.D Degree candidates
- 2.15 “Promotion Assessment Committee” means the Committee members appointed by the Governing Body to scrutinized the API/CAS of the teachers for promotion

- 2.16 “He/she” shall mean male/female
- 2.17 “Appointment” means an appointment made against a substantive post in accordance with the provisions of these rules.
- 2.18 “Regular Appointment” means an appointment made on regular basis after a period of probation.
- 2.19 “Probationary Appointment” means an appointment made for a period two years (twenty four months)
- 2.20 “Contractual Appointment” means an appointment made for a period of six months (one semester)
- 2.21 “Temporary Appointment” means an appointment made for a short period of time such as substitution of teacher or office staff.
- 2.22 “Part-time Appointment” means an appointment made to do certain urgent and required works in the College.
- 2.23 “Casual Appointment” means an appointment to do work intermittently
- 2.24 “Regulation” means the Regulations made by the authority of the College under this Act for the time being in force
- 2.25 “Service” means the College Service
- 2.26 “Academic Year” means the Calendar Year
- 2.27 “Semester” means 6 months of academic courses
- 2.28 “HOD” means Head of the Department
- 2.29 “Coordinator” refers to the teacher who takes the responsibility of the department for Post Graduate or Under Graduate Academic Block
- 2.30 “Teacher-in-Charge” refers to the teacher who takes the responsibility of the department until he/she qualifies to become HoD or Coordinator
- 2.31 “UGC” means University Grant Commission
- 2.32 “B.A/M.A” means Bachelor of Arts/Master of Arts
- 2.33 “B.Sc/M.Sc” means Bachelor of Science/Master of Science
- 2.34 “B B A / M B A ” means Bachelor of Business Administration/Master of Business Administration
- 2.35 “B.Com/M.Com” means Bachelor of Commerce/Master of Commerce
- 2.36 “IQAC” means Internal Quality Assurance Cell

- 2.37 “API” means Academic Performance Indicator
- 2.38 “SET” means State Eligibility Test
- 2.39 “SLET” means State Level Eligibility Test
- 2.40 “NET” means National Eligibility Test
- 2.41 “M.Phil” means Master of Philosophy
- 2.42 “Ph.D” means Doctor of Philosophy
- 2.43 “University” means Nagaland University or any other University recognized by the UGC
- 2.44 “Higher Education” means the undergraduate and above levels of education, or a bench-mark level of education to be determined by the government from time to time.
- 2.45 “Degree of Recognized University” means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government
- 2.46 “Retrenchment” shall mean the action of reducing the content or quantity.
- 2.47 “Casual leave” means authorized absence from duty.
- 2.48 “Service Certificate” refers to No Objection Certificate or Experience Certificate

### **3. NATURE OF THE COLLEGE**

- 3.1 St. Joseph's College (Autonomous), Jakhama is a private, Christian (Catholic) Minority Institution, established and administered by the St. Joseph's College Society with address: St. Joseph's College, Jakhama, P.B. No. 39, Kohima-797001, Nagaland.
- 3.2 It is a Registered Society with a No. RS 848 of 1985 dated 14th May 1985, under the Registration of Societies Act 1860 as amended by the Registration of Societies (Nagaland first Amendment) Act 1969.
- 3.3 It is registered as St. Joseph's College Society.

### **4. OBJECTIVES**

The objectives for which the society is established (cf. a.b. Memorandum of Association of St. Joseph's Society) are:

- 4.1 To administer and run an institution of higher education under the name of St. Joseph's College at Jakhama under the auspices of the Catholic Diocese of Kohima.
- 4.2 To support and promote diffusion of knowledge and advancement of educational activities in all its branches including vocational, technical, professional, cultural, social and moral education for all persons irrespective of creed, race, caste, community or social status.
- 4.3 The primary aim of St. Joseph's College (Autonomous) is to provide Higher Education in a Christian atmosphere to eligible students, especially to those belonging to the Catholic Church, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes and OBCs.

### **5. GOVERNING BODY**

Governing Body (GB) shall mean the Governing Body of the society constituted as provided in the rules and regulations (cf. 1.b. Rules and Regulations of St. Joseph's College Society): The constitution/composition of the Governing Body shall be as per UGC guidelines for Autonomous Colleges (cf. 13.3, UGC-Notification/12th February 2018).

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or bylaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal
1 Member	Educationist or industrialist	Nominated by the Management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

#### 5.1 Governing Body Members from Management

1. The Bishop of Kohima is the Chairman of the Governing Body.
2. The Principal is the Secretary of the Governing Body.
3. The Vice Principals, Dean of Science, Post Graduate Coordinator and Administrator are members from Management.

#### 5.2 Ex-Officio Members of Governing Body

The Governing Body shall also include teachers of the college, educationist or industrialist, UGC nominee, University nominee, and state government nominee (preferably from Dept. of Higher Education).

#### 5.3 Other Ex-Officio Members of Governing Body

The Governing Body shall also include the President of CAN, President of Southern Angami Catholic Union (SACU), the Parish priest of Mary Help of Christians Parish, Jakhama, and other persons of public and academic prominence nominated by the Chairman of the Governing Body.

## 6. POWERS OF THE GOVERNING BODY

- 6.1 The Governing Body is the apex decision making and final appellate authority of the College.
- 6.2 For any of the objectives and purposes of the Society, the Governing Body has the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 6.3 The Governing Body is vested with power to suspend and dismiss any employee of the College for breach of terms and conditions laid down in the Service Rules.
- 6.4 The Governing Body is the final decision making body as and when situation arises.
- 6.5 The Governing Body is the apex body to accept, approve, reject, or deny the recommendations made by the Management Board and the Academic Council.
- 6.6 The Governing Body shall issue order and notification at the request and recommendation by the Management Board.
- 6.7 The Governing Body (GB) shall meet at least twice a year.

## 7. MANAGEMENT BOARD/COMMITTEE

- 7.1 The Management Board is the executive body established by the Governing Body and is authorised with power to exercise the managerial duties and responsibilities to manage the general and day-to-day administration of the College.
- 7.2 The Management Board consists of the Rector/Principal, Vice Principals, Administrator, Dean of Science (Priest or Religious), Post Graduate Coordinator (Priest or Religious), Director of St. Joseph Men's Hostel (Priest) and one religious superior from the hostels in the campus nominate by the Principal.
- 7.3 The Rector/Principal shall be the President of the Management Board.
- 7.4 The Rector/Principal may nominate any one of the Management Board members to be the Secretary.

- 7.5 For the smooth functioning of the College, the Management Board members shall work and exercise duties and responsibilities as per job description and uphold team spirit.
- 7.6 The Rector/Principal shall call for the Management Board meeting as and when needed (at least once a month).
- 7.7 The Management Board shall attend to urgent matters of a routine nature not foreseen by the Governing Body at its scheduled meetings.
- 7.8 The Management Board is the policy making body to decide rules and norms to manage the daily administration of the College subject to the approval of the Governing Body.
- 7.9 In consultation with the Governing Body, the Management Board shall exercise the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 7.10 The Management Board shall refer to the Governing Body when grave matters of the College call for dialogue and decision making.

## **8. CODE OF PROFESSIONAL ETHICS**

The Code of Professional Ethics shall be called the College Penal Code and shall extend to all the employees.

### **8.1 CRIMINAL PROCEEDINGS**

- 8.1.1 Every employee shall be liable to punishment under this code of Service Rules and for every act or omission contrary to the terms and norms laid down in the Service Rules if found to be guilty.
- 8.1.2 Criminal proceedings shall be initiated against all employees who write seditious and subversive posts on social and other media platforms.
- 8.1.3 The Management Board shall without any form of correction or warning issue letter of dismissal to employees from service, on grave disciplinary grounds, and breach of code of professional ethics.

- 8.1.4 Strict action shall be implemented against the College employee(s) whose writings challenge the coordination, integrity, sovereignty of the College, harm college interest, and hamper development activities of the College.
- 8.1.5 The Management Board shall initiate appropriate legal and disciplinary action against the delinquent College employee when the Board gets serious cognizance and report of misconduct and transgression.
- 8.1.6 Misconduct and transgression such as inciting and seditious movement(s) shall constitute serious offence(s) and be treated under the College Code of penal law and UGC Code of Professional Ethics. Gross misconduct under the service conduct rules shall invite criminal prosecution and disciplinary action including immediate dismissal from the service.

## **8.2 TEACHERS AND THEIR RESPONSIBILITIES**

- 8.2.1 As per the Code of Professional Ethics from UGC, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession.
- 8.2.2 A teacher is constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between one's precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students than his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative and amiable in disposition.
- 8.2.3 Teachers should adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- 8.2.4 The teachers should manage their private affairs in a manner consistent with the dignity of the profession. Seek to make professional growth continuous through study and research.
- 8.2.5 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

- 8.2.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 8.2.7 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- 8.2.8 Participate in extension, co-curricular and extra-curricular activities including community service.

### **8.3 TEACHERS AND THE STUDENTS**

Teachers should:

- 8.3.1 Respect the right and dignity of the student in expressing his/her opinion.
- 8.3.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 8.3.3 Recognize the difference in aptitude and capacities among students and strive to meet their individual needs.
- 8.3.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 8.3.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, secularism, patriotism and peace.
- 8.3.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 8.3.7 Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- 8.3.8 Aid students to develop an understanding of national heritage and national ideals.
- 8.3.9 Refrain from inciting students against other students, colleagues or administration.

### **8.4 TEACHERS AND COLLEAGUES**

Teachers should:

- 8.4.1 At all time treat other colleagues of the profession in the same manner as they themselves wish to be treated.
- 8.4.2 Speak respectfully of other teachers and staff, render assistance for professional betterment.
- 8.4.3 Refrain from discriminating colleagues based on caste, religion, race or sex in their professional endeavour.
- 8.4.4 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

### **8.5 TEACHER AND AUTHORITIES**

Teachers should:

- 8.5.1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and initiate steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 8.5.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 8.5.3 Co-operate with the authorities in the formulation of the policies of the institution by accepting various offices and discharge responsibilities which may demand.
- 8.5.4 Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- 8.5.5 Should adhere to the conditions of contract.
- 8.5.6 Refrain from availing themselves of leave except on unavoidable grounds. Provide prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **8.6 TEACHERS AND NON-TEACHING STAFF**

- 8.6.1 Teachers should treat the non-teaching colleagues as equal partners in a cooperative undertaking within educational institution.
- 8.6.2 Teachers should help in the function of joint store councils covering both teachers and non-teach staff.

## **8.7 TEACHERS AND GUARDIANS**

Teachers should try to see through and help the institutions to maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians to share the possibilities to help the students and for the betterment of the institution.

## **8.8 TEACHERS AND SOCIETY**

Teachers should:

- 8.8.1 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 8.8.2 Work to improve education in the community and strengthen the communities' moral and intellectual life.
- 8.8.3 Be aware of social problems and take part in such activities as would be conducive to the progress of society.
- 8.8.4 Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for unity and national integration.

## **9. CLASSIFICATION OF EMPLOYEES**

- 9.1 Employees of the College consist of Teaching and Non-Teaching Staff and there is a clear distinction between them. Non-Teaching Staff include Controller of Exam and

Colleagues, Co-ordinators, Office Assistants, Librarian and Colleagues, Clerical Employees, Laboratory Assistants and Grade IV Employees of the College.

- 9.2 A regular employee is an employee who has been appointed on a regular basis under a proper letter of appointment after a period of probation.
- 9.3 A probationer is an employee who is provisionally employed on trial basis with a view to fill a regular post. The period of probation is for two years. The period of probation may be extended by another one more year if needed. A probationer must complete twenty-four (24) months of service, physically present in the college for duty to apply for regularization of service.
- 9.4 An employee with contractual appointment is one who is given appointment on contract basis, normally for six (6) months or a period of one semester.
- 9.5 An employee with contractual appointment can also be a specialist, a person with specialized skills, professional consultant etc. who is paid on contract basis for his/her service in the area of specialization.
- 9.6 An employee with temporary appointment is one who is employed for a job which is essentially of a short period of time. A candidate may be given temporary appointment to substitute teacher/office staff who has taken leave for medical reason, research studies, maternity leave etc. for a short period of time.
- 9.7 A part-time employee is one who is given work by the college to do certain urgent and required works. The nature of the work is such that it may not require employee's service whole time through the day or week.
- 9.8 A casual employee is one who is engaged for work intermittently.

## **10. ELIGIBILITY**

- 10.1 For Teaching Staff: As per UGC norms, Notification, New Delhi, the 18th July, 2018, University to which the College is

- affiliated and norms of College with Autonomous Status.
- 10.2 The recruitment to the posts of Assistant Professor, Associate Professor and Professor in the College shall be the basis of minimum qualification through advertisement, followed by selection by a duly constituted Selection Committee.
- 10.3 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC.
- 10.4 The National Eligibility Test (NET) or an accredited test State Level Eligibility Test (SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for recruitment to the College:

**Provided** that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the College.

**Provided** further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or

equivalent positions in the College subject to the fulfilment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
  - b) The Ph.D. thesis has been awarded by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate has been conducted;
  - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
  - e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 10.5 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for recruitment of teachers and other equivalent cadres at any level.
- 10.6 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently abled.
- 10.7 The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 10.8 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to **19 September, 1991**.
- 10.9 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.



- 10.10 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 10.11 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 10.12 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities/College with effect from **01.07.2023 (UGC)**
- 10.13 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of recruitment/ promotion.
- 10.14 No person shall be appointed to the post of Assistant Professor, Librarian or Director of Physical Education and Sports, in the College recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations.
- 10.15 For Non-Teaching Staff: Decision by the Management Board based on the qualification of the applicant and as per requirements of the College.

## **11. APPOINTMENT**

- 11.1 As autonomous College, the College has complete administrative autonomy and privilege to appoint Administrative staff, teaching faculty and Principal (cf. 3.9, UGC Notification/12th February 2018).
- 11.2 An employee is appointed on the recommendation of the Management Board. The appointment of teaching staff is done through the interview conducted by the Board of Studies. The appointment of non-teaching staff is done

through the consultative meeting of the Management Board of the College.

- 11.3 Appointments against Article 9 shall be made by the Principal in consultation with the Management Board.
- 11.4 The Principal (Secretary to the Governing Body) shall issue the Appointment letter for all the employees except the Fourth Grade Staff.
- 11.5 Every appointment made by the Principal shall contain terms and norms of agreement, nature of appointment, tenure of service, date of joining, and basic necessary definition of salary scale.
- 11.6 All members of staff thus appointed must declare and sign the Appointment Letter, sign the Acknowledgement of the Service Rules and without fail report for duty (date of joining) as per the Appointment Letter.
- 11.7 It is mandatory for all members of staff to submit the original certificate of the latest academic study, two recent passport photos, one photo-copy of academic records from HSLC, (Mark sheets and certificates) and other relevant documents which pertain to the nature of job for which appointment is made.
- 11.8 The Management Board shall maintain a confidential record of each staff and no employee has the right to access the report. The record consists of confidential and evaluated statement with regard to the performance of the staff. Refusal on the part of the staff to sign the record shall be signed by the Principal of the College.
- 11.9 The service of unsatisfactory employee(s) on probation shall be terminated. The service of satisfactory employee(s) shall be retained if and when his/her service is required.
- 11.10 The Principal in consultation with the Management Board shall issue a letter of termination or extension of service.
- 11.11 A staff has to complete 24 months (two years) of probation, in service with physical presence in the college to be eligible to avail regularised appointment. If any staff passes through the period of deferment of appointment/employment then such period shall not be counted as period of service.

- 11.12 After completion of two years of probationary service, an employee may apply for regularization of appointment. The tenure of regularized service shall be for three years only.
- 11.13 At the termination of three years regularized service, the employee may apply for renewal of regularized appointment. He/she shall fill the renewal form, duly signed and submit to the office of the Principal three months before the expiry of the contract.
- 11.14 When an employee completes three years of regularized appointment and the regularized appointment is renewed then he/she need not apply again for renewal of regularized appointment.
- 11.15 The service of the unsatisfactory employee shall be terminated with an order of termination and that of the satisfactory employee shall be confirmed with an order of confirmation.
- 11.16 The members of teaching staff with required qualification to teach Bachelor Degrees and Master Degrees are liable to be transferred from Under Graduate teaching post to Post Graduate teaching post and vice versa.
- 11.17 If the documents in the application (CV) of the employee are found to be false at any time in the whole duration of the service, the appointment will be declared invalid and the defaulter is liable to legal proceedings, punishment and fine.
- 11.18 The appointment of a teaching staff with NET/Ph.D qualification shall be to teach both Under Graduate and Post Graduate Degree Programmes.
- 11.19 A teaching staff with NET/Ph.D qualification shall be transferred from Post Graduate section to Under Graduate section and vice versa as per the requirement of the College.
- 11.20 If a teaching staff with NET/Ph.D is unwilling to teach both Under Graduate and Post Graduate students, then he/she shall not avail the provision of regularized appointment and shall not receive any additional benefits even if he/she serves the institution for many years.

## 12. TEACHER PROMOTION ASSESSMENT

- 12.1 To apply for Teacher Promotion Assessment, an employee has to fulfil the eligibility requirements as enshrined in the Teacher Promotion Assessment Guidelines of the College.
- 12.2 The applicant must possess good academic record with NET & Ph.D. Degrees in the concerned/allied/relevant disciplines.
- 12.3 A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a relaxation of 5% for ST and SC.
- 12.4 A minimum of **eight years of experience of teaching** and/or research in an academic/research position equivalent to that of Assistant Professor in the College with a minimum of **seven publications** in the peer reviewed/UGC Care List journals and a total research score of **Seventy Five (75)** as per the criteria given in Appendix III, Table 2 of UGC regulations.
- 12.5 Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

## 13. HEAD OF DEPARTMENT/COORDINATOR/ TEACHER-IN-CHARGE

- 13.1 Every Department in the College shall have only one Head of Department (HOD).
- 13.2 The Principal shall issue a letter of appointment for the Head of Department/Coordinator/Teacher-In-Charge. The letter of appointment shall contain job description of the post.
- 13.3 The tenure of Head of Department/Coordinator/Teacher-In-Charge shall be three years with effect from the date of appointment. The Management Board may re-appoint a teacher to the post of Head of Department/Coordinator/Teacher-in-charge as and when needed, after studying the cases and situations and if the Management Board feels that there are no competent, proficient and capable candidates to hold the post in the department.
- 13.4 The Head of the department of Bachelor of Business Administration shall be called as Director.

- 13.5 A teaching staff is eligible to hold the office of Head of Department only after completion of the period of three years of regularised appointment. In case of any department without teaching staff with completion of three years of regularised appointment then that department shall have only Teacher-in-charge of the department.
- 13.6 The post of Head of Department shall be conferred based on seniority of service. However, the Management Board shall be vested with complete autonomy to decide the post of Head of Department, if the Management Board feels that such decision has to be made due to circumstances and relevant situations.
- 13.7 The Management Board is vested with the power to remove a teacher from the post of Head of Department if he/she is found to be non-competent and resourceful in holding the post of Head of Department. The same policy shall be applied to Coordinator/Teacher-In-Charge of the Department.
- 13.8 If a teacher is found to be non-competent and resourceful in holding the post of Head of Department/Coordinator/Teacher-In-Charge, the Management Board shall nominate the next senior most teacher or a responsible teacher with leadership qualities to take the post.
- 13.9 The Head of Department can be either from the Post Graduate Block or Under Graduate Block. If the Head of Department is from the Post Graduate Block, then the Under Graduate Block shall have a Coordinator/Teacher-In-Charge and vice versa of the Department. A teacher shall be given designation of Coordinator for Under Graduate Programme and Post Graduate Programme if the Head of Department is from the Under Graduate Programme or Post Graduate Programme.
- 13.10 A teaching staff shall be called Teacher-In-Charge if he/she does not complete the period of probation or without regularized appointment but nominated to hold the post.
- 13.11 The Management Board shall be the final decision making body to nominate and appoint the Head of Department/Coordinator/Teacher-In-Charge.

#### **14. DEPARTMENT/FUND/AUDIT**

- 14.1 The department shall judiciously utilize the departmental fund for all departmental activities, programmes, seminars, workshops etc.
- 14.2 Every Department shall constitute Finance Committee of not less than 3 members.
- 14.2 The Head of the Department/Coordinator/Teacher-in-charge shall be the bursar of Finance Committee.
- 14.3 If a department has both HoD and Coordinator, then the HoD and Coordinator of the respective department in PG or UG block shall be responsible to take care and supervise the finance of PG or UG block and submit financial audit to the Administrator.
- 14.4 The fund allotment from the College to the departments for both PG and UG shall be as per the enrolment of students in the department.
- 14.5 The fund allotment from the College to the Clubs and Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.
- 14.6 If any teaching staff or student misappropriates and siphons the department fund in any form then he/she shall refund the whole lost sum with interest of 5% to the department.
- 14.7 No individual teaching staff or student can spent the money of the department without collective knowledge and permission from the finance committee of the department.
- 14.8 Every Department (PG & UG) shall maintain financial record (income & expenditure) supported by receipts.
- 14.9 Every Department (PG & UG) shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 14.10 All activities related to the department shall be financed by the respective Department.
- 14.11 No Department shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.

- 14.12 The Departments shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.

### **15. CLUBS/ASSOCIATIONS/FUND/AUDIT**

- 15.1 Clubs and Associations are academic and student progress oriented groups established by the College authority to help, assist and facilitate all round development of students.
- 15.2 Any club or association to be established in the College has to be authorized by the Head of the Institution.
- 15.3 If a club or association is non functional and does not support student progression, the Management Board shall have the full right to decide and abolish such club or association.
- 15.4 Clubs and associations shall have two staff directors as Director and Assistant Director and other staff as collaborators to manage, organise, supervise and oversee all the activities and help the students to develop their skills, abilities and talents.
- 15.5 Clubs and Associations shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.
- 15.6 No club or association shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.
- 15.7 Clubs and Associations shall judiciously utilize the fund for various activities, programmes, seminars, workshops etc.
- 15.8 Every club and association shall constitute Finance Committee of not less than 3 members.
- 15.9 The director of club and association shall be the bursar of Finance Committee.
- 15.10 The director of the club or association shall be responsible to take care and supervise the finance and submit financial audit to the Administrator.
- 15.11 The fund allotment from the College to the club and association shall be as per the norm of the college.
- 15.12 The fund allotment from the College to the Clubs and

Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.

- 15.13 If any teaching staff or student misappropriates and siphons the club or association fund in any form then he/she shall refund the whole lost sum with interest of 5 percent (5%).
- 15.14 No individual teaching staff or student can spent the money of the club and association without collective knowledge and permission from the finance committee.
- 15.15 Every club and association shall maintain financial record (income & expenditure) supported by receipts.
- 15.16 Every club and association shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 15.17 All activities related to the club and association shall be financed by the respective club and association.

### **16. REMUNERATION FOR EXTERNAL INVIGILATOR/ EXAMINER**

- 16.1 The department cannot claim remuneration from the examination fee collected from the students by the college. A portion of the examination fee collected from the students shall be set aside to meet the expenses incurred at Exam Branch.
- 16.2 In case of dissertation, project work and viva voce etc. for Elective Paper, which is equivalent to End Semester Exam, the college may pay remuneration for external invigilator/examiner, provided certain fee is collected for such paper.
- 16.3 If a department invites an external guest lecturer or resource person then remuneration for such guest lecturer/resource person shall be paid by the respective department.
- 16.4 If any teacher wishes to have guest lecturer to teach his/her assigned subjects/units which he/she is supposed to teach, and agreed upon by the department teaching staff, then he/she is obliged to make personal contribution towards

remuneration for such guest lecturer/resource person or be paid by the department. However, the department can decide whether partial personal contribution be paid by the respective teacher or the whole remuneration be paid from the department fund. The teacher or department shall not ask the students to meet the remuneration.

## **17. RESIGNATION/TERMINATION**

- 17.1 An employee with temporary appointment/contractual appointment or a probationer who wishes to resign from the job shall give a one month's notice or surrender one month's salary for failure to give such a notice.
- 17.2 During the period of probation, the Management Board may terminate the service of an employee any time with a one month's notice or pay one month's salary for failure to give such a notice.
- 17.3 A regularized employee who wishes to resign from the post shall give three months' notice or surrender three months' salary for failure to give such a notice.
- 17.4 The service of a regularized employee can be terminated by the Management Board after due process of at least three (3) corrective measures, notices, warnings.
- 17.5 Based on the report and investigation of the performance and exercise of duties of an employee other than regularized employee, the Management Board can take decision to retain or dismiss an employee.
- 17.7 In case of serious misconduct, indiscipline, breach of terms and norms of Service Rules, and failure to perform duties or if the credentials furnished by the employee are found to be false, no notice/investigation is deemed necessary on the part of the Management Board to terminate the service of any category of employees.
- 17.8 An employee who engages in offensive and aggressive acts and incites other colleagues/employees against the Management authorities shall be terminated from the job without due process of termination.

## **18. RETRENCHMENT**

- 18.1 Retrenchment shall mean the action of reducing the content or quantity. In case of retrenchment due to change in University Norms or closure of any Department/Section of the Institution, employees (teaching and non-teaching) will be retrenched beginning with the junior most, with a notice of three months or three months' pay for failure to give such notice.
- 18.2 Notwithstanding the aforesaid, in determining this (Article 15.1), the Management Board shall be at liberty to determine which teacher/staff to be retrenched after taking into consideration the staff requirement to handle different subjects and administrative affairs.

## **19. RETIREMENT/SUPERANNUATION**

- 19.1 The retirement age for all employees shall be 60 years. However, if an employee retires in the course of the academic year, his/her service may be extended till the end of the academic year.
- 19.2 The Management Board may for special reasons recommend to the President of the College the extension of service beyond sixty years of any particular teacher. The President on considering the merit of the case and subject to the staff being certified medically fit by the medical officer authorized for the purpose by the President may grant extension for one year at a time but not exceeding five years.
- 19.3 The Management Board may for special reasons, in consultation with the President of the College may request the retiring employee who is certified fit to continue his/her service in helping and assisting the Management Board in the administration or academic affairs with revised pay scale. The retiring employee shall cease to draw the salary in service which he/she had been paid.

## 20. ABANDONMENT OF SERVICE

- 20.1 If an employee remains absent for five consecutive days without prior sanction or leave or permission, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless decided otherwise by the Management Board/Head of the Institution.
- 20.2 If an employee remains absent beyond the leave originally granted he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced, unless decided otherwise by the Management Board/Head of the Institution.
- 20.3 An employee who fails to arrive on the reopening day after terminal/summer/winter/ holiday/break shall be deemed to have abandoned his/her service unless decided otherwise by the Management Board/Head of the Institution.

## 21. SALARY

- 21.1 Salary/Pay Scale and emoluments shall be according to the decision of the Governing Body in consultation with the Finance Committee.
- 21.2 Salary/Pay scale for temporary appointment shall be different according to academic qualification. The required academic qualification and pay scale shall be as per NET/SLET/Ph.D certificates.
- 21.3 Since B.ED/SET/TET/M.Phil and other equivalent specializations are not required for minimum qualifications to teach at HEIs, the salary/pay scale shall not be considered based on such certificates.
- 21.4 The Management Board, in consultation with the Finance Committee shall decide the Salary/Pay scale of non-teaching staff as per qualities, abilities, skills, and required certificates.
- 21.5 Full salary shall be paid for twelve months including the

holidays to all who complete one academic year of service provided they are present on the first and the last working day of each Semester.

- 21.6 A staff with Contractual Appointment is not eligible to get salary for full twelve months. He/she shall be paid for the number of working days mentioned in the Appointment Letter.
- 21.7 To be entitled for holiday pay, an employee should have served the institution for at least six (6) months (one semester). If the period of six (6) months of Contractual Appointment falls within the holiday period and if the employee continues to serve the institution after the period of holiday, then he/she shall be given holiday pay.
- 21.8 Those who join the service in the middle of the year are entitled salary only till the last working day or unless decided otherwise by the Management Board/Head of the Institution. A day's wage is arrived at by taking the total salary divided by 30 days.
- 21.9 Every employee appointed shall be paid from the date on which he/she commences the service in the institution.
- 21.10 In normal situation, the salary of every employee shall be paid by the 4th day of the following month. If that day is holiday, the salary will be paid on the next working day.
- 21.11 The Management Board/Administrator shall deduct from the pay at the source the amount due on Professional Tax/EPF/HRA/Gratuity or any other dues legally recoverable and pay the amount to the concerned department(s) on behalf of the employee.
- 21.12 Provident Fund: The College will from time to time give information and instruction with regard to EPF as per the norms and regulations from the Government. That is, Provident Fund contribution shall be governed by the Provident Fund Act.
- 21.13 A teaching staff with NET & Ph.D qualifications shall receive equal salary pay scale whether he/she teaches the Under Graduate or Post Graduate Degree Programmes.
- 21.14 A teaching staff without NET or Ph.D shall receive only a lump sum payment decided by the Management Board.

- 21.15 A non regularised staff cannot avail additional benefits such as gratuity, short term loans, teacher Promotion Assessment, annual increment(s) and award of Certificate of Recognition. An employee can avail the benefit of gratuity only after completion of five (5) years of continuous service (Ref. Gratuity Act, 1972).
- 21.16 The salary/pay scale of Grade IV staff shall be according to the job specification and not according to the academic qualification, specialization or year of experience.
- 21.17 If an employee fails to report for duty for more than five (5) working days, the Management Board has the full right to withhold the salary of the employee.
- 21.18 A regularized employee may avail medical/health insurance through the College. The monthly payment of medical/health insurance shall be deducted from the salary.
- 21.19 The Gross Pay Scale structure of an employee with Probationary Appointment and Regularised Appointment shall be divided under the following categories: Basic, DA (Dearness Allowance), Gratuity, HRA (House Rent Allowance), EPF (only for Regularised employee).
- 21.20 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.21 A teaching staff who is serving in the College and completes Ph.d studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.d pay scale provided he/she produces Ph.d certificate. This increment can be availed from the month provided he/she submits Ph.d certificate before the 15th (date) of the month. A teacher who joins the College with Ph.d cannot avail this incentive.

## EMPLOYEE WITH PROBATIONARY APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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## EMPLOYEE WITH REGULAR APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	EPF (13.15% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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- 21.22 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.23 A teaching staff who is serving in the College and completes Ph.D studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.D pay scale provided he/she produces Ph.D certificate. This increment can be availed from the month provided he/she submits Ph.D certificate before the 15th (date) of the month. A teacher who joins the College with Ph.D cannot avail this incentive.

## 22. INCENTIVES

- 22.1 A double increment (*one increment in addition to the yearly increment*) may be awarded, as per prescribed norms, to an employee selected by a committee appointed by the Governing Body.
- 22.2 A regularised employee may avail encashment of un-availed casual leave at the end of the academic year. However, the Management Board has the full power and right to hold back/revoke encashment of un-availed casual leave as and when situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim.
- 22.3 The provision of encashment of un-availed casual leave is

applicable only if the employees are physically present in the College for duty.

- 22.4 The Management Board shall from time to time decide staff bus fare affordable by staff.
- 22.5 As and when required, the Management Board may depute employee(s) to attend courses, training programmes, seminars, conferences, workshops and exchange programmes. To this end the College shall meet the financial expenses.
- 22.6 Interest free short term loan up to a maximum of Rs. 1, 00,000/- (one lakh) may be granted to regularized employees for justifiable purposes, repayable within twelve months. The employee shall refund the loan by deduction from the monthly salary or make full refund within twelve months. Failure to refund the loan within twelve months shall incur interest according to the prevalent rate.
- 22.7 The provision for short term loan can be availed only by regularised employee.
- 22.8 A staff cannot claim short term loan every year. There should be at least 12 months gap to avail short term loan.
- 22.9 Promotion under Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management Board for eligible teachers.
- 22.10 The Management Board shall from time to time decide the amount for financial incentive.
- 22.11 Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.
- 22.12 A Ph.D teacher shall not claim financial incentives for the Articles he/she had submitted to the University where he/she studied as part of requirement for completion of Ph.D studies.

No financial incentives shall be granted for such Articles and Publications.

- 22.13 To avail financial incentives, one has to produce proof in hard copy with all the details of publication(s). In the case of paper presentation, provide details of the paper presentation mentioning the nature of seminar and whether the paper presented at the seminar/conference has been published. Mention the publication of paper presentation if published in edited book. The College will not give financial incentive to any staff for being resource person at various seminars, conferences, workshops or webinars.
- 22.14 Financial incentives shall be different for single author and co-authors.
- 22.15 Financial incentives shall be considered necessary only for the primary (main) author of the article, publication or presentation.
- 22.16 Financial incentives must to be claimed within a period of three months of publication after which no financial incentives shall be granted.
- 22.17 Financial incentives shall not be considered if the article is not published in peer reviewed journals under UGC Care List.
- 22.18 Financial incentives shall not be considered if the article or publication is without affiliation to St. Joseph's College, Jakhama.
- 22.18 For the event of Department Jubilee celebration, the Management Board shall decide upon certain amount of financial assistance, not exceeding Rs. 20,000 (twenty thousand) for the celebration of the occasion.
- 22.19 The practice of giving financial incentive for publication of articles and books is purely a good will gesture from the Management and it can be revoked as and when it is felt necessary.

### **23. NORMS FOR DOUBLE INCREMENT**

- 23.1 A regularized employee is eligible for double increment if he/she has attained a level of excellence as a teacher according to the assessment of Management Board.



- 23.2 Excellence as a teacher refers to the following areas.
- (a) Concern and commitment to students and enthusiasm and creativity in teaching.
  - (b) Efficiency and effectiveness as a teacher: preparation of classes, organization of subject matter, presentation, use of teaching materials and aids, ability to make students understand, and ability to motivate students.
  - (c) Organization, involvement and participation in various extra-curricular activities of the college.
  - (d) Influence and good rapport with students outside the class room and encouraging student participation in various College activities.
  - (e) Team building among one's colleagues and healthy interaction with other staff members and the management.
  - (f) Good knowledge in the academic field.
  - (g) Any outstanding achievement in the academic field.
- 23.3 Achievement of a level of excellence by a teacher will be decided through a process of evaluation which will include feedback from the students, feedback from the staff and feedback from the management. The final evaluation will be done by a committee appointed by the principal consisting of students and the staff. The decision of the Management will be final.

#### **24. DUTIES AND RESPONSIBILITIES OF EMPLOYEES**

- 24.1 Supervision and control over all employees shall be vested in the Head of Institution, who will allot duties and responsibilities, both curricular and extra-curricular, for the efficient management of the Institution, the maintenance of discipline and overall development of the students.
- 24.2 An employee shall not join or continue to be a member of an association, the objective or activities of which are prejudicial and detrimental to the objectives of the institution, public order or morality, as also the interests of the Catholic Church and its Institutions.

- 24.3 No employee shall engage himself/herself in gainful (profitable) employment without permission of the Head of Institution.
- 24.4 It is not permitted for an employee to take any document in full or partial from the IQAC without prior permission from the Principal.
- 24.5 No employee has the right to claim remuneration for extra time called for administrative work.
- 24.6 No employee shall take undue advantage of the facilities provided for administration of the institution for personal work.
- 24.7 Teaching staff with SLET/NET/Ph.D degrees are subject to interchangeable duties. The Management Board shall make interchangeable duties for staff for both Under Graduate and Post Graduate classes as and when required.
- 24.8 Every employee shall diligently carry out the duties and responsibilities as stated in the job description.

#### **25. APPLICATION FOR CHANGE OF POST**

- 25.1 An employee may apply for a change of post/designation in the Institution. He/she shall obtain No Objection Certificate from Principal.
- 25.2 The Principal in consultation with the Management Board shall be the sole authority to decide the change of post/designation.
- 25.3 Once the Principal gives the decision to the request of change of post, it is mandatory for the applicant to accept the change of post.
- 25.4 If the applicant does not accept the decision for change of post/designation given by the Principal, then the applicant shall be terminated from the job which he/she had been holding without any further appeal.

#### **26. HIGHER STUDIES**

- 26.1 Study leave is intended for pursuing higher studies leading to Ph.D degree in the subject taught by the teacher.

- 26.2 Only those who are working in the College with regularized appointment are eligible for study leave.
- 26.3 A study leave for Ph.D Course work for six (6) months may be granted only to teachers with regularized appointment who have served the college for a minimum of 3 years. Such teachers will be paid three (3) months only full salary during six months leave period. He/she will not be paid for the remaining 3 months of the leave period.
- 26.4 The leave for Ph.D course work will not be extended under any circumstance.
- 26.5 A non regularized teacher/staff may avail study leave without pay for M.Phil or Ph.D course work.
- 26.6 A regularized teacher/staff may avail study leave for M.Phil but without payment of salary.
- 26.7 A study leave for Ph.D field work and Defence of Thesis paper shall be granted for a period not exceeding one year, and shall not be extended under any circumstance.
- 26.8 If a research scholar employed in the College wishes to take study leave for Ph.D field work and Defence of Thesis paper, he/she may sign bond/MoU with the College and avail financial help.
- 26.9 As a rule, only one teacher from a Department will be granted study leave at a time. Preference will be given according to seniority.
- 26.10 Only those who are registered for Ph.D programme in a recognized university or Institution are eligible for study leave.
- 26.11 Application for study leave should be submitted at least six months before the leave commences. The following documents should be submitted with the application.
- (a) Proof of admission or proof of registration to the Ph.D programme.
- (b) A letter from the Research committee/guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.
- 26.12 A teacher and research scholar who has completed five years (with regularised appointment), but less than eight years of

service in the College shall be eligible to draw 50% of normal salary during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.

- 26.13 A teacher and research scholar who has completed eight or more years of service in the College shall be eligible to draw full pay during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
- 26.14 A teacher and research scholar who draws full or partial pay must execute a bond to the effect that he/she will serve the College for a period of at least five years after completion of study leave. If the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave. In any case the College shall have the right to recover the amount due before the employee leaves the College. The Original Certificates of the research scholar/teacher on study leave will be kept in the College.

## 27. WORKING HOURS AND ATTENDANCE

### TEACHING STAFF

- 27.1 The teaching staff shall sign in on arrival and sign out at departure.
- 27.2 The normal working hour of teaching staff is from **8:30 am to 2:40 pm.**
- 27.3 A teaching staff is expected to be available for at least 6 hours in the institution for at least five days a week for conducting classes, holding tutorials, guiding research or carrying out any other academic and curricular or extra-curricular activities provided to him/her by the College.
- 27.4 Information about late arrival or early departure is to be

provided to the Vice Principal (Academic Affairs) and Dean of Science and to be recorded in the Movement Register.

- 27.5 A teaching staff shall engage in all the hours/periods of direct teaching. He/she is expected to take 16 hours of class a week.
- 27.6 A teaching staff is expected to engage in remedial classes, mentoring, and organization of extra-curricular activities to help the students.
- 27.7 The Management Board may arrange/organize classes, works, and any other engagements on Saturdays as and when it is required.
- 27.8 The Management Board may ask any teaching staff to help in the administration of the College as and when it is required.

### **NON-TEACHING STAFF**

- 27.9 The non-staff shall sign in on arrival and sign out at departure.
- 27.10 The working hours for non-teaching shall be:
  - (a) Monday to Friday:  
8:30 a.m to 4:00 p.m with a break of 45 minutes
  - (b) Saturday  
8:30 a.m to 12:30 p.m
- 27.11 Taking into consideration the local situation, office staff may take leave on alternative Saturday in rotation to attend to their private work.
- 27.12 During examination days, days of admission, days of common celebrations and on any occasion wherein the presence of the non-teaching staff is required, the office will remain open the whole day and they will be required to perform their duties.
- 27.13 The non-teaching staff are expected to help in the administration of the College as and when the need arises.

### **28. HOLIDAY**

- 28.1 Holidays to be observed during the Academic Year shall be mentioned in the Academic Calendar and Handbook.
- 28.2 As a private and autonomous College, the Management Board

of the College shall decide the specific holidays to be observed albeit state and national holidays observed by the government.

- 28.3 The Management Board shall be vested with power to declare holiday not mentioned in the Academic Calendar or cancel any holiday mentioned in the Academic Calendar if situations and circumstances demand it.
- 28.4 If the Academic Calendar does not mention holiday for a particular occasion (religious feasts, birthdays, days of state and national importance, etc.) then it is not a holiday.
- 28.5 The College shall follow the guidelines of the Diocese of Kohima, directives from the President of the College and Commission for Education, Diocese of Kohima.
- 28.6 No holiday shall be declared after the College Week, Freshers' Day, Graduation Day or Spring Fest unless decided otherwise by the Management Board/Head of the Institution.

### **29. CASUAL LEAVE**

- 29.1 Leave means authorized absence from duty.
- 29.2 An employee with provision for casual leave can avail only one casual leave in a month and the leave should not exceed 3 days.
- 29.3 An employee is not allowed to take casual leave during the exam days. If leave is unavoidable during exam days, then it shall be considered as leave without pay.
- 29.4 If any staff/employee is absent for duty without any prior information or leave application, it would be considered as leave without pay for all consecutive days of absence.
- 29.5 An employee cannot take leave on duty for his/her personal works/studies/exams etc. Leave on duty is applicable only if the employee takes leave to carry out works for the College/administrative work authorized by the Principal.
- 29.6 Leave shall be considered half day leave if any employee takes leave after two hours of sign in. Two half day leaves shall be counted as one casual leave.

- 29.7 All leave must be asked for in writing/prescribed form and in advance, except in unforeseen/unprecedented circumstances. Even in such circumstances an application must be submitted to the College Office through the Vice Principal (Academic Affairs) on the first day after absence, mentioning the reason for the absence and the number of days of leave taken.
- 29.8 If the casual leaves are exhausted then the number of days absent shall be considered as leave without pay.
- 29.9 Any leave that is not sanctioned by the Head of Institution will be considered as leave without pay.
- 29.10 In computing the cut in pay, the salary of the month of the employee concerned will be divided by 30 and multiplied by the number of days including the intervening Sundays and holidays on which the employee was absent from duty, irrespective of the number of calendar days in that month.
- 29.11 A member of the teaching staff with probation appointment or regularized appointment is eligible to all the holidays notified in the academic calendar of the College. However, if the Head of the Institution asks a teaching staff to come to the Institution on a holiday to attend a meeting or for any other purpose connected with the institution/administration, the teacher is bound to come notwithstanding the fact that it is a holiday.
- 29.12 Members of the non-teaching staff are in the category of non-vacation staff and the vacation of the College do not apply to them. However, they are entitled to one full month's (30 days inclusive of Sundays and intervening holidays) leave as vacation. This can be availed only with the sanction of the Head of Institution. This is normally available only to those who have completed one full year of service in the Institution.
- 29.13 All regularized employees are entitled to 10 days casual leave in a calendar year.
- 29.14 Casual leave cannot be accumulated. However, if an employee has not taken casual leave then the College may grant incentive of article 22.2.
- 29.15 Any employee who is entitled to avail medical leave or casual leave may take leave for 3 days at a time.

- 29.16 Any employee absent on the first day and last day of working day shall be considered as leave without pay even if information or leave application is tendered.
- 29.17 Every two late arrivals for duty if without valid reason or two half day leaves shall be considered as one day casual leave.
- 29.18 All regularized employees are entitled to 15 days medical leave with half pay in a completed year of service supported by the Doctor's and medical bills. For example, if anyone takes 10 days medical leave then 5 days pay will be deducted from his/her salary. In case of 'Serious Illness,' a written application may be made to the Management Board for sympathetic consideration. For computing medical leave, all intervening Sundays and holidays are counted, not however, the vacation of the Institution, unless the medical leave is prefixed or affixed to such vacation, in which case, the whole period including the Institution's vacation shall be treated as medical leave.
- 29.19 Maternity leave up to 90 days with full pay can be availed by a teaching and non-teaching staff. An additional of 60 days of maternity leave without pay may be availed but no extension of leave shall be granted after availing 60 days of leave without pay. Maternity leave shall be granted only for the first and second child. Maternity leave is inclusive of intervening Saturdays, Sundays and holidays, and begins from the date of delivery or the commencement of the leave, whichever is earlier.
- 29.20 If a staff takes maternity leave or other granted leave for more than thirty (30) days, then availed casual leave shall be reduced according to the number of leave days taken. A thirty (30) days leave will reduce one casual leave.
- 29.21 Paternity leave up to seven (7) days with full pay for the first and second child can be availed by a teaching and non-teaching staff.
- 29.22 An employee with temporary/contract appointment is not entitled for salary in case unprecedented closure of the College takes place.

- 29.23 An employee should be present on the first and last working days of the semester to get the benefit of the holiday pay. However, an employee is not entitled to get the benefit of holiday pay if he/she resigns from the job within 30 days after the holiday. If he/she resigns before the completion of 30 days after a holiday, then he/she shall refund the holiday pay.
- 29.24 A staff on probation is entitled to casual leave but not medical leave.
- 29.25 Employees with temporary appointment, part time job or contractual appointment are not entitled for any leave except casual leave in proportion to the duration of their service.
- 29.26 A staff on leave for Higher Studies is not eligible for encashment of any leave.
- 29.27 Governing Body reserves to itself the right to grant special leave with or without pay on suitable grounds.
- 29.28 No staff member can claim leave as a matter of right. When exigencies of service require, discretion to refuse or revoke leave of any description is reserved by the Head of Institution who is empowered to grant it.

### 30. OFFICE-ORDER

In order to strengthen matters concerning: digital data security, data documentation, online data transaction, and operation & maintenance of Information & Communication Technology (ICT) in the College, all the concern staff of St. Joseph's College are to strictly adhere to the following directives:

- 30.1 Electronic communication (Emails & Fax) having been given a legal recognition for transaction of information by the IT (Amendment) Act, 2008, any official outgoing mail from the College should have prior approval of the higher authorities in file. The Official Email ID of the College <stjosephc@gmail.com> shall be used only for an official matters relating to the College and shall not be used for any other personal/individual purpose.

- 30.2 Data first produced in the performance of this Service Rules, any claim, including but not limited to, copyright subsisting in Scientific and technical articles based on or containing and published in academic, technical or professional journals, symposia proceedings or similar works in draft or final form belong to St. Joseph's College and staff may not use, make reference to or establish, without prior written approval from the College authority.
- 30.3 All outgoing and incoming activities of emails/fax shall be duly entered into a Logbook before it is sent or after it is received.
- 30.4 Use of any kinds of external storage device like Pen/Thumb drive, External HDD, CD/DVD ROMs in the College Computer is limited only to authorised personnel and staff of the College, for official matters only.
- 30.5 All official data in the main desktop computer shall be backed-up regularly (at least once in a month) to avoid important data loss due to computer malfunctions and/or system crash.
- 30.6 All College staff must maintain each folder in the main desktop computer (subject matter wise) and synchronise official documents in their respective laptops to these folders. These has to be regularly updated (at least twice in a month) to ensure all official documents are accessible as and when required, and also to maintain security of the documents. All document update activity shall be monitored, and hence, concern staff must enter details into a log book when any updating is done.
- 30.7 All the staff must maintain a high degree of confidentiality in respect of all official documents and data - both electronic and print.
- 30.8 In order to secure the systems from VIRUS attack, all the computers (both desktops and laptops) must have a valid Anti-Virus/Internet security software installed in the systems. This has to be regularly upgraded every year with a new license.
- 30.9 On termination of the service or end of service from the College, the staff must immediately deliver to the College all

documents, papers, books, records, electronic files, materials, equipment and other properties of St. Joseph's College which are in his/her possession and must not retain any copies or extracts or part thereof.

- 30.10 A staff is liable for repairing or replacing, if any loss or damage is done to College property.

### **31.SOCIAL MEDIA/INFORMATION TECHNOLOGY/ CYBER LAW**

The term social media refers to a computer-based technology that facilitates the sharing of ideas, thoughts, and information through virtual networks and communities. Social media is internet-based and gives users quick electronic communication of content, such as personal information, documents, videos, and photos. Users engage with social media via a computer, tablet, or Smartphone via web-based software or applications.

Cyber law (cyberspace) is a term used to describe the legal issues related to use of communications technology (Internet). Cyber law which is also known as Internet law is the area of law that deals with the Internet's relationship to technological and electronic elements, including computers, software, hardware and information systems (IS).

- 31.1 Cyber crime is an unlawful act and if an employee is found to be involved in it, he/she shall be liable to punishment according to the cyber laws of India (*Ref. Cyber Law of India*).
- 31.2 Some of the Cyber Crimes include fake profiles, posting of inappropriate or illegal content, misrepresentation of person, harassment, online threats, stalking, cyber bullying, hacking, fraud, fake accounts, impersonation accounts, vacation robberies, fake online friendships, offensive messages, defamatory messages, identity theft, false digital signature, false certificate, false document, forgery, web-jacking, E-mail abuse, intimidation, stealing intellectual property and copyright, obscenity etc.

### **32. RULES OF DISCIPLINE**

- 32.1 The services of a regularized employee can be terminated on the ground of misconduct, moral delinquency, contagious diseases or any other cause which makes the employee unsuitable for retention in service, provided before such termination is made a due inquiry is made by the Head of Institution or a Committee appointed for the purpose.
- 32.2 Any staff who fails to attend staff meetings shall be marked as absent, with leave without pay.
- 32.3 In case of any event leading to alleged or accused sexual harassment, abuse etc., and if the victim claims for compensation, the staff/employee shall be solely responsible for his/her action and the college shall not be responsible for the penalty or meet compensation.
- 32.4 No employee shall engage in money collection without explicit permission from the Principal.
- 32.5 Study tour/field trip etc., are to be organized only during vacation. If the schedule is cancelled due to unforeseen situation then the Principal in consultation with the Management Board may consider the case and make a decision in favour or restrain.

### **33. MISCONDUCT**

- 33.1 Misconduct comprises wilful acts or omissions on the part of an employee either alone or along with others. In this case, the Management Board may impose any fitting penalty on the defaulter(s).
- 33.2 Neglect of duty which shall be considered as grave failure of responsibility.
- 33.3 Inefficiency and lack of competence in work or want of diligence in performance of duty.
- 33.4 Insubordination, noncompliance to the Management or Head of Institution; repeated violation or orders and directions issued from time to time by the authorities of the College/Institution in matters of duty.

- 33.5 Habitual late attendance.
- 33.6 Absence without leave.
- 33.7 Moral delinquency.
- 33.8 Taking up part-time jobs/teaching/tuitions without permission from the Head of the institution.
- 33.9 Substance abuse.

#### **34. DEVIANT AND UNLAWFUL ACTIVITIES**

- 34.1 Deviant and unlawful activities refer to any type that may affect the discipline and reputation of the Institution and unbecoming of an employee of an educational institution.
- 34.2 Handling drugs, use of intoxication drugs, and use of alcohol and gambling in the premises of the Institution.
- 34.3 Organizing and participating in any form of protest, strike, or demonstration against the Institution, breach of any of the terms of the Service Rules in the premises or outside the Institution.
- 34.4 Instigating colleagues and students against authorities of the College/Institution.
- 34.5 Committing any act which is punishable under Indian Penal Code or punishable under customary law or State law.
- 34.6 Fabricating false or incorrect information, withholding any relevant and pertinent information at the time of appointment.
- 34.7 Use of indecent, abusive language or making false allegations against the authorities of the College/Institution, co-employees, students, parents and guardians.
- 34.8 Possession and use of firearms or other weapons in the premises of the Institution.
- 34.9 Theft or attempt to theft, fraudulent act or act of dishonesty in connection with property of the Institution, property of co-employees and students. Any other act or omission that is detrimental to the pursuit of the aims and objectives of the Institution.

#### **35. PENALTIES**

The head of institution on behalf of the Management Board and Governing Body shall be the disciplinary authority in respect of all acts of misconduct, which warrant penalties.

#### **36. MINOR PENALTIES**

- (a) Censure or warning in writing.
- (b) Recovery of the damage or loss incurred.
- (c) Suspension from duty without pay for a period of exceeding four days.

#### **37. MAJOR PENALTIES:**

- (a) Withholding increment
- (b) Demotion
- (c) Compulsory termination of service (before superannuation)
- (d) Dismissal

#### **38. PROCEDURE TO IMPOSE MINOR PENALTIES**

- 38.1 The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposal penalties.
- 38.2 The employee shall be given an opportunity to offer explanation in writing regarding the allegations brought against him/her within seven days.
- 38.3 The Management Board shall consider the case and concur or alter the penalty proposed to be imposed by the Head of Institution.
- 38.4 The employee, however, is free to appeal to the Governing Body to reconsider this penalty by giving his/her additional evidence within fifteen days of the receipt of such\_order imposing the penalty.
- 38.5 The decision of the Governing Body shall be final.

### 39. PROCEDURE TO IMPOSE MAJOR PENALTIES

- 39.1 The concerned employee has been informed in writing by the Head of Institution of the action proposed to be taken against him/her.
- 39.2. The letter is accompanied by the allegation on the basis of which the action is proposed to be taken.
- 39.3 The concerned employee has made his/her representation to the Head of Institution against the action proposed to be taken within seven days from the date of the receipt of the notice.
- 39.4 The Head of institution has considered representation if any, of the concerned employee and has given him/her hearing if so desired.
- 39.5 The penalized employee is free to appeal to the Management Board for further inquiry.
- 39.6 The Management Board upon receiving the appeal shall conduct an inquiry in the following manner:
  - (a) The Management Board shall consider the appeal at special meeting. It may appoint a person to conduct an inquiry.
  - (b) The Management Board or the Inquiry Officer shall prepare a report of the inquiry after considering the charge sheet and the written statement of the employee. The inquiry report shall be sent to the President/Chairman of the Governing Body and a copy shall be given to the appealing party.
  - (c) The President/Chairman of the Management Board shall issue a show cause notice with the proposed penalty and the employee shall be called upon to reply to the show cause notice within seven days of the receipt of the show cause notice.
  - (d) After due process the Management Board shall make its final decision.
  - (e) If for any reason the employee or Head of Institution is aggrieved by the decision of the Management Board, the concerned party shall have the right to appeal to the

Governing Body which shall be the Final Appellate Tribunal which should be done within fifteen days of the receipt of the decision of the Management Board. The Governing Body in its process of decision making shall follow the procedure as mentioned above in the case of inquiry by the Management Board. In all matters, the decision of the Governing Body shall be final.

(f) No legal practitioner shall be allowed to represent the employee, the Head of Institution, the Management Board or the Governing Body.

- 39.7 During the entire course of disciplinary procedure and appeal, the concerned employee shall remain suspended. An employee under suspension shall be entitled to receive from the College a monthly subsistence allowance as follows:

(a) During the first two months of suspension, the suspended employee is entitled to receive a subsistence allowance of 50% of the salary he/she was earning.

(b) In case of delay of redress from the part of the Management Board or the Governing Body, and the delay goes beyond two months in arriving at a decision, the subsistence allowance will be paid at the rate of 75% of his/her salary for the period beyond two months.

(c) The subsistence allowance is not payable beyond a period of two months if the delay in arriving at a decision is caused by the appealing party or if he/she institutes a court case.

(d) If the suspended employee takes up any other paid employment, he/she will not be entitled to any subsistence allowance.

(e) In case of an employee being exonerated from all charges and reinstated, his/her entire salary for the period of suspension will be paid after deducting the subsistence allowance already paid.



#### 40. GRIEVANCE SETTLEMENT

- 40.1 A member of the staff or a group of staff with a grievance relating to the application or interpretation of the Service Rules may seek redress of the same. The following procedure shall be followed:
- 40.2 **Redress through Head of Institution:** A member of the staff or group of Staff with a grievance with regard to application and interpretation of any service rule shall first tender an application in writing to the Head of Institution who shall try to arrive at a fair and just solution provided the issue in question falls within the area of his competence and jurisdiction.
- 40.2 The Head of the Institution shall try to dispose of the grievance within a period of one month of the receipt of the application unless he is prevented by compelling circumstances from doing so. In case of grievances beyond his competence and jurisdiction he may refer the case to the Management Board or the Governing Body within a period of 15 days of the receipt of the application by him.
- 40.3 In case the concerned member(s) is/are dissatisfied with the decision of the Head of Institution, he/she/they shall be entitled to appeal to the Management Board through the Secretary of the Management Board within a period of 15 days from the date of intimation of the decision by the Head of Institution.
- 40.4 **Redress through Management Board:** If an appeal against the decision of the Head of Institution is received by the Management Board, the Management Board shall dispose of the appeal within two months of the receipt of the appeal, unless it is prevented by circumstances beyond its control, after considering the evidence and if necessary after giving a hearing to the appealing member or one representative of the appeal group of staff members. The Management Board may also appoint a sub-committee to resolve the matter. In the event that the grievance is beyond the competence and jurisdiction of the Management Board, the matter shall be

referred to the Governing body within 15 days after the meeting of the Management Board. In the event that the appealing party is not satisfied with the decision of the Management Board the concerned party may appeal to the Governing Body within 15 days from the intimation of the decision of the Management Board.

- 40.5 **Redress through the Governing Body:** If an appeal against the decision of the Management Board is received by the Governing Body, unless prevented by circumstances beyond its control, it shall try to dispose of the appeal as expeditiously as possible after considering all the material on record and the decision given by Head of Institution and the Management Board. The Governing Body may appoint a panel of conciliators from among persons who are not in any way connected with the administration of the Institution and refer the matter to them for guidance. The Governing Body may or may not accept the advice/guidance/recommendation of the panel of conciliators in arriving at a final decision of the appeal.
- 40.6 The decision of the Governing Body shall be final.
- 40.7 In all proceedings under these rules, the appellate bodies will be guided by the existing Service Rules and conditions applicable to the Institution and to the members of the staff.

#### 41. SERVICE CERTIFICATE

Every employee is entitled to a Service Certificate or No Objection Certificate (NOC) on leaving the service for whatever reason. Every employee is entitled to take an Experience Certificate, provided he/she does not have any financial dues or record of non amendable offense against the institution.

#### 42. SEXUAL HARASSMENT

- 42.1 The Principal shall constitute Internal Complaint Committee as per UGC norm.

- 42.2 The Internal Complaint Committee shall deal with Sexual harassment cases only at the College Campus.
- 42.3 All matters dealing with Sexual Harassment shall be referred to this committee. If one is dissatisfied with the decision of the Internal Complaint Committee, he/she shall follow the Grievance Settlement Procedure(s) again and settle the issue.

**43. MANDATE OF THE GOVERNING BODY/  
MANAGEMENT BOARD**

- 43.1 In the event or context of unresolved matter the decision and directive of the Management Board shall prevail, notwithstanding anything contained in the aforesaid Service Rules.
- 43.2 The guidelines and regulations contained in the Service Rules are subject to amendment by the Governing Body. The Governing Body may add any ancillary rules or delete existing ones.
- 43.3 The Management Board is required to refer and consult the Governing Body for any grave alteration of any article enshrined in the Service Rules.
- 43.4 An employee is eligible to receive a copy of the Service Rules. An employee shall sign the Service Rules when he/she receives probationary appointment. The employee shall sign the acknowledgement page of the Service Rules and submit the same to the office of the Principal to be maintained in the personal file of the employee.

**ACKNOWLEDGMENT**

To,

The Principal  
St. Joseph's College (Autonomous)  
Jakhama - P.B. No. 39  
Kohima - 797001 - Nagaland.

**Subject: Acknowledgment**

Sir,

I hereby acknowledge the receipt of the Service Rules of St. Joseph's College (Autonomous), Jakhama. I have read the terms and conditions laid down in the Service Rules and accept my appointment. I do hereby declare and promise to abide by them faithfully, work with commitment and dedication, desiring to work for the benefit of the students and the good of the Institution.

Yours Sincerely,

Date: .....


(Signature of employee)

Name .....

Address .....

Phone Number .....

Sd/-  
Most Rev. Dr. James Thoppil  
Chairman (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama- Kohima- Nagaland

  
Dr. Fr. George Keduolhou Angami  
Secretary (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama- Kohima- Nagaland

